

# **REQUEST FOR PROPOSALS**

## **RECORDS MANAGEMENT SYSTEM FOR THE LOS ANGELES POLICE DEPARTMENT RFP No. 15-567-004**



**ISSUED BY:**

**LOS ANGELES POLICE DEPARTMENT**

**October 8 2015**

**REQUEST FOR PROPOSALS No. 15-567-004  
RECORDS MANAGEMENT SYSTEM  
FOR THE  
LOS ANGELES POLICE DEPARTMENT**

**DATE ISSUED:** Thursday, October 8, 2015

**TITLE:** RECORDS MANAGEMENT SYSTEM

**DESCRIPTION:** The Los Angeles Police Department (LAPD) is seeking proposals from qualified contractors to provide a Law Enforcement Records Management System for the Los Angeles Police Department to replace several existing systems.

**SUBMISSION DEADLINE:** Thursday November 19, 2015  
2:00 p.m. (Pacific Time)

Proposals are to be submitted in a sealed package or box, clearly marked with the words "Records Management System." **LATE SUBMISSIONS WILL NOT BE ACCEPTED** " NO EXCEPTIONS.

**PROPOSAL DELIVERY ADDRESS:** Los Angeles Police Department  
100 West First Street, Room 842  
Los Angeles, CA 90012  
Attention: Nancy Cammarata

**FIRST PRE-PROPOSAL CONFERENCE:**

Thursday October 22, 2015  
8:00 a.m. (Pacific Time)

Los Angeles Police Department  
100 West First Street, Room TBD  
Los Angeles, CA 90012

This first pre-proposal conference is **MANDATORY**. Bring your Request for Proposals (RFP) with you. **COPIES OF THE RFP WILL NOT BE AVAILABLE AT THE CONFERENCE.**

**SECOND PRE-PROPOSAL CONFERENCE:**

Thursday November 5, 2015  
8:00 a.m. (Pacific Time)

Teleconference information to be provided via BAVN

This *second* pre-proposal conference is **OPTIONAL** and will be conducted via teleconference. The second conference is offered as an opportunity to ask additional questions of the LAPD before proposals are due.

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**1.0 INTRODUCTION AND BACKGROUND**

The Los Angeles Police Department (hereinafter "LAPD" or "Department") seeks to identify and select a company or companies (hereinafter the "Contractor" or "Vendor") that have a record of successfully delivering a proven, turnkey Records Management System (RMS) to large municipal law enforcement agencies similar to the LAPD.

**1.1 General Facts and Information**

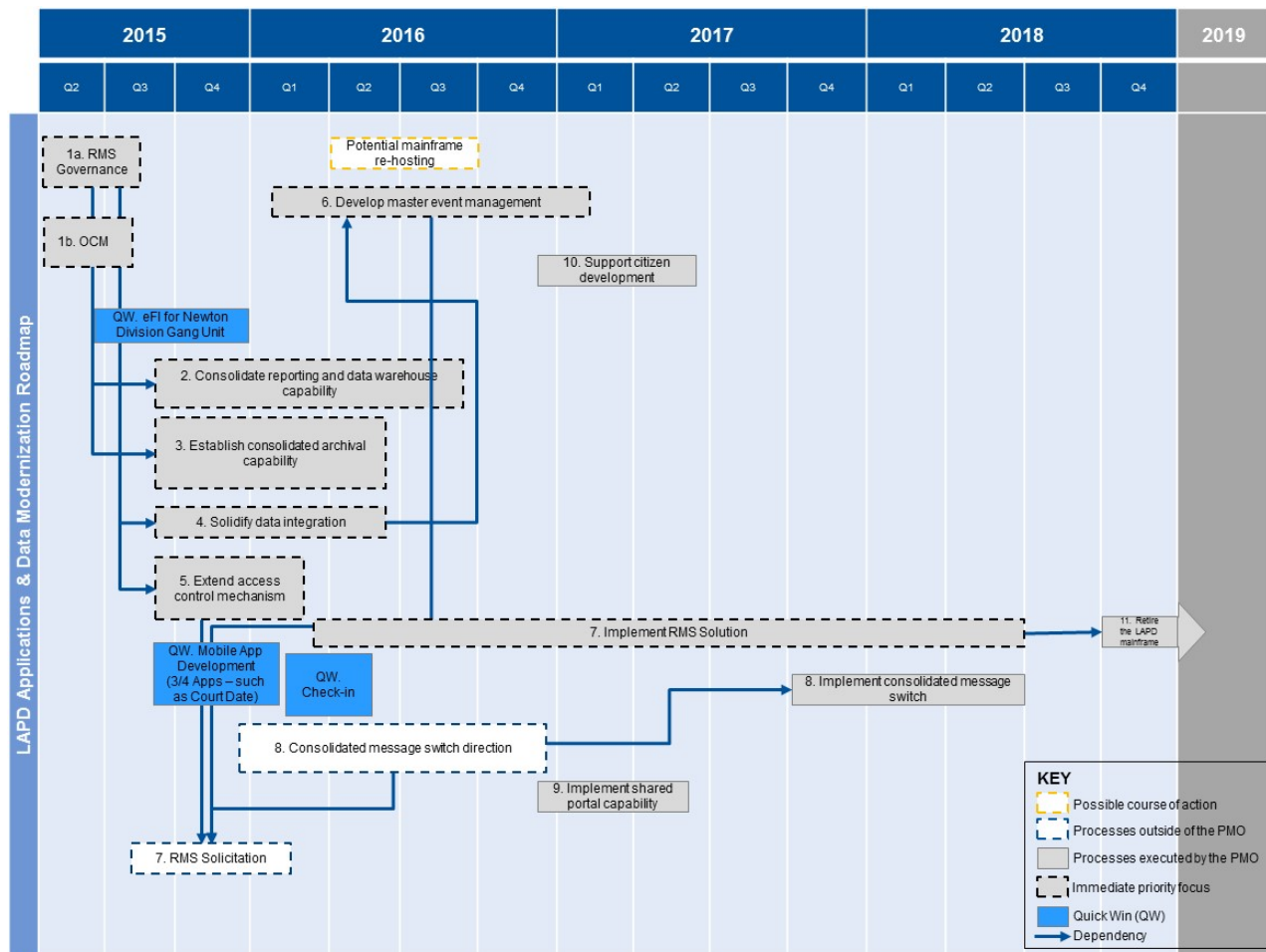
The LAPD is the third-largest municipal police department in the United States with approximately 9,840 sworn and 2,700 civilian personnel. The Department serves a population of 3,884,307 and covers a service area of nearly 500 square miles.

The LAPD command structure consists of the Chief of Police, three (3) offices, ten (10) Bureaus and sixty-six (66) Divisions. Employees are assigned by deployment period, consisting of 28 days each, and routinely move between assignments throughout the year. For additional information about the LAPD including the most current organization chart and more detailed information about each of the Bureaus and Divisions, please see the LAPD website at: <http://www.lapdonline.org/>

**1.2 LAPD Technology Modernization Program**

The RMS project is one of several projects the LAPD plans to undertake over the next three to five years to modernize its technology. The RMS will likely be the largest and most complex of the envisioned projects and has the most potential for introducing truly transformational changes to how the LAPD uses technology. The following figure (**Figure 1: LAPD Technology Transformation Program Project Overview**) provides an overview of the other planned projects.

Figure 1: LAPD Technology Transformation Program Project Overview



### 1.2.1 Mainframe Modernization Strategy Overview

The LAPD seeks to modernize its capabilities that are currently implemented in or dependent on aging, mainframe based, applications. The following are the core drivers for moving away from the legacy systems to a more modern technology platform:

- The mainframe applications are rigid and difficult to adapt to emerging requirements;
- There are very few resources left with in-depth knowledge of the mainframe applications;
- There is a significant amount of technical debt that impedes IT to meet department's needs;

The LAPD envisions migration to a modern application landscape that:

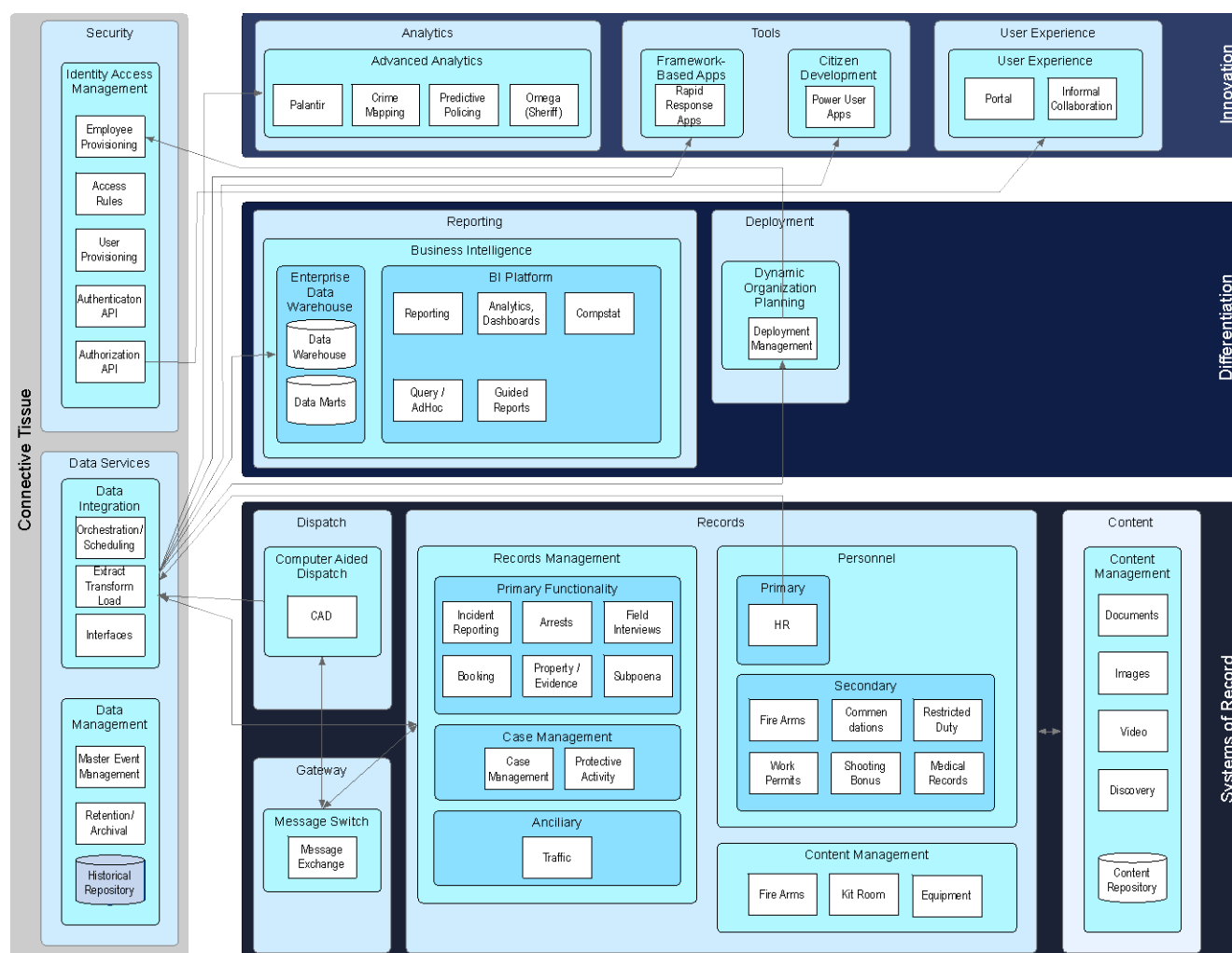
- Implements the core functional needs with commercial, off-the-shelf solutions where possible;
- Leverages modern tools and approaches to reduce time to delivery of capabilities;
- Enables the use of innovative technologies against stable solutions that support core business processes;
- Frees IT resources from low-value operational tasks to deliver more value;
- Aligns information management with the needs of an increasingly data-centric organization;

The future state will be based on a "Pace Layer" architecture that positions applications and technologies relative to their purpose and rate of change. Systems of record, such as RMS, support core law enforcement processes tend to evolve slowly. Capabilities that support processes and approaches specific to the LAPD, such as COMPSTAT and deployment management, must be able to adapt to changing needs without affecting the systems of record. Innovative capabilities, such as advanced analytics or mobile apps, must be able to evolve quickly to meet emerging needs, within the overall application ecosystem.

Unlike the aging mainframe-based and mainframe-related applications, which have grown organically over decades into a patchwork of systems with point-to-point data exchanges, the future state envisions clear separation between layers of systems with well-defined and sustainable interfaces. Data integration and management tools that decouple the layers, and enable applications to evolve at different rates of change will support the connections between the layers.

The following figure (**Figure 2: LAPD Future State Conceptual Architecture**) represents the conceptual architecture model that describes three layers of systems, with a set of integration capabilities to enable separation between the layers:

**Figure 2: LAPD Future State Conceptual Architecture**



The Future State technical architecture consists of the following four broad system categories:

**Systems of Record:**

- Records Management, replacing mainframe-based NECS, CCAD and related applications, establishing a comprehensive, product-based records management solution;
- Personnel Management, replacing mainframe-based functionality, as well as functions currently built as WebFOCUS, .NET and Documentum solutions;
- Content Management, supporting the capture, storage, access, dissemination and discovery of digital assets and media. This capability would be used by all other capabilities that use digital assets;
- Computer Aided Dispatch (CAD) system;



- Message Switch / Integrations, systems ability to communicate with other law-enforcement agencies at the Federal (NLETS), State (DOJ/CLETS, DMV) and County level (JDS, JDIC, AJIS).

#### **Systems of Differentiation:**

- Business Intelligence, a consolidated platform providing predefined, guided and ad-hoc reporting capability, predefined dashboards and key performance indicator reporting such as COMPSTAT, driven from an integrated data warehouse;
- Deployment Management, capturing planned and actual deployments across organization units, loans and supervisor relationships. The current implementation is based on a highly customized product, is seeded from the core personnel system Comprehensive Human Resource Information System (CHRIS) and used by the Access Control system to provision user authorization to systems.

#### **Systems of Innovation:**

- Advanced Analytics, sourced from the future state data warehouse, through data integration technology, instead of existing point-to-point interfaces;
- Framework-based Applications, using LAPD's in-house developed framework, deployed on the .NET platform, to rapidly develop and deploy information tracking applications to workgroups and other users;
- Citizen Development, enabling non-IT personnel in organizational units to leverage standard, supported and sustainable technologies to build point solutions in a managed environment, using shared data;
- User Experience Portal, providing discovery and access to capabilities and collaboration tools, with single sign-on where possible, integrating with the Identity Access Management capability.

#### **Connective Tissue □ Integration:**

- Data Management, tooling and processes to establish a master □event□and archival capability;
- Data Integration, tooling and processes to support file transfer, event notifications, data warehouse loads, etc. to replace point-to-point exchanges;
- Identity Access Management, tooling and processes to support authentication and authorization across the future state application landscape.

### **1.2.2 Technology Modernization Initiatives**

The RMS project is one major initiative within the Technology Modernization Program. There are a number of other initiatives that incrementally implement LAPD's future state conceptual architecture, which have dependencies with the RMS project. The LAPD expects that the successful Contractor will work with the LAPD and its other vendors/partners to create a comprehensive and sustainable

architecture. The following subsections describe currently planned initiatives that the LAPD expects will have dependencies with the RMS.

### **1.2.2.1 Consolidate Reporting and Data Warehouse Capability**

The LAPD currently uses various reporting tools and a variety of reporting data repositories that are populated in many different ways, at different times and from different source systems.

The LAPD seeks to consolidate the reporting technologies into a single platform, that provides powerful reporting for IT specialists, and easy-to-learn report generation and data visualization tools for command staff. The LAPD's goal is to hide the complexities of underlying data sources, and provide users with a discoverable, well defined and managed set of data attributes to support better decision-making. The tools and platform will support traditional parameter-based guided reporting, production reporting, query and ad-hoc reporting, dashboards and basic analytics. Eventually, the LAPD envisions the next generation of COMPSTAT, which will include RMS data as well as data from other sources to be based on this enterprise reporting platform.

The LAPD also seeks to establish a data warehouse, augmented by targeted data marts, to provide a centralized and managed data repository for the consolidated reporting and basic analytics tooling (established by this initiative) and advanced analytics (supported with other tooling). This data warehouse will replace many existing reporting data repositories that support different reporting needs. The Department will solidify its data classification approach and data stewardship practices in conjunction with technology improvements.

Benefits of this initiative include:

- Improve responsiveness to emerging reporting needs.
- Improve reporting performance.
- Improve the consistency of reporting output.
- Reduce the need to have in-depth understanding of data structures by increasing guided reporting.
- Reduce ongoing license cost.
- Improve effort/cost estimates for public information requests.
- Enable data provisioning for the City's Open Data initiative.

The RMS solution should make data available to the future state data warehouse, for reporting and analytics purposes. The LAPD expects that the RMS will have a degree of built-in reporting capability, but that RMS data can be made fully and timely available for additional reporting needs.

### **1.2.2.2 Establish Consolidated Archival Capability**

Currently, historical data for many systems is kept within operational data stores; there is no comprehensive archive approach. In some cases, data from systems

that have been retired, such as the predecessor to CCAD (PACMIS), is not converted into their replacement systems, but is still required to support inquiries. This results in the need to retain legacy capacities to retrieve data in old formats and from old repositories.

The LAPD plans to establish a consolidated archival method and capability for operational data, using archive data formats that should be independent of the software that created the data. The solution will include long-term supportable data structures, with locally resolved references such as crime codes (that do not require further external resources). It will also include simple retrieval tools and search functions to query data and render into a human readable report format.

Benefits of this initiative include:

- Enable retirement of mainframe capabilities that support historical data access.
- Replace mainframe-based historical repositories.
- Remove dependency to specific applications for data access by using standard data formats.
- Implement retention policies consistently.
- Reduce the impact of application modernization in response to business needs, by decoupling access to historical data from the application.
- Mitigates unconstrained growth of data in application databases, reducing cost and potential performance impact.

The basic retention policy is to retain the following data in operational data stores:

- All data related to active cases.
- All data related to cases that were closed less than 10 years ago.

In addition, the LAPD expects that archived data may need to be un-archived upon re-opening of previously closed cases. This would entail re-importing data into operational data stores.

The LAPD currently anticipates that the archive function would be supported by the data warehouse capability.

The RMS solution should be able to export all relevant records to the archive solution, based on the defined retention policy, and provide the ability to re-import previously archived data when a case is re-activated.

### **1.2.2.3 Solidify Data Integration**

Currently, the mainframe-based application landscape has many point-to-point interfaces, including operational system-to-system interfaces and data extracts. In some cases, data extracts are layered to generate additional data extracts. In other cases, applications leverage data extracts that were not designed for such

purpose, creating dependencies. Evolution of source systems may be held back by these dependencies, reducing the ability to timely adapt to the Department's needs.

With the proliferation of data exchanges and extracts, data lineage and the "single source of truth" becomes increasingly difficult to establish. When decisions are made based on data, then the source, accuracy and timeliness of the data needs to be well understood.

Benefits of this initiative include:

- Reduce dependencies between systems to support a pace layered architecture, improving agility to respond to emerging business needs, and increasing system of record resilience to changed data needs.
- Enable population of data warehouse and advanced analytics.
- Enable retirement of mainframe capabilities that support other systems.
- Reduce IT effort and cost to maintain data exchanges.
- Support the City's Open Data initiatives by delivering timely, appropriate, and accurate data that complies with LAPD's policies.

The RMS solution should support the LAPD's data integration vision, either through exposing its data model, providing data-centric application interface capabilities, or another common integration mechanism.

#### **1.2.2.4 Extend Access Control Mechanism**

LAPD's most recent access control mechanism was introduced with the TEAMSII suite of applications. This custom developed mechanism grants users with the right access, at the right time, to perform their duties based on their position in the organization. The solution maintains access roles with distinct sets of system privileges, and assigns these roles to employees based on pre-defined business rules. The business rules for granting and revoking access are driven by data from the Deployment Planning System (DPS), which provisions TEAMSII access control with the actual chain of command (COC) data, as well as the employees' rank, duty assignment and function.

Although this concept represents LAPD's access control needs, its custom implementation has prevented significant adoption. The majority of applications, including in-house developed and product-based solutions, have independent and inconsistent access control approaches.

The LAPD expects that future technology initiatives will continue to extend the rules-based access control approach with a more standardized product-based Identity and Access Management implementation, based on industry standards for authentication and authorization.

The LAPD expects the benefits of this approach will be:

- Reduce the proliferation of non-standardized authentication and authorization approaches.
- Decouple the existing access control implementation from TEAMSII.
- Enable appropriate and timely access to applications and tools by employees, based on their rank and actual deployment to organizational units.

The LAPD plans to implement a Microsoft Azure Active Directory (IDaaS) solution and expects that future systems will utilize a standards-based authentication and authorization approach and external Identity Access Management implementation pattern.

#### **1.2.2.5 Develop Master Event Management**

Currently, the main identifier for records is the Divisional Reporting (DR) number, which is established relatively late in the data entry process and is not directly related to events. It is difficult to provide a comprehensive perspective of all data across systems (such as CAD, CCAD, TEAMSII) for operational and analysis purposes.

LAPD seeks to develop a master data management solution based upon a core set of data (time, location, involved people, etc.) that are common between all events, and establish conditions for automated and officer-based linking of records.

Benefits of this initiative include:

- Ability to develop composite views of all incidents, arrests, bookings, cases, property/evidence and other data to events.
- Improve business intelligence and advanced analytics capabilities by providing more meaningful data.

#### **1.2.2.6 Implement Consolidated Message Switch**

Currently, the LAPD uses two message switches: one within the NECS legacy system and another within the CAD implementation. NECS supports interfaces that are traditionally associated with message switches, such as CLETS data exchanges or DMV inquiries. It also supports interfaces related to events, such as sending booking data to the County's Automated Justice Information System. The CAD system also provides message switching through CLETS.

The LAPD seeks to reduce messaging complexity in the future state solution, either by consolidating message switches, or providing more direct and modern interfacing mechanisms in the RMS solution.

Benefits of this initiative include:

- Reduce the proliferation of technologies.
- Reduce ongoing support cost.
- Simplify the interfacing model.
- Leverage pre-built and standards-based connectors (i.e. NLETS, CLETS, etc.)

The LAPD expects that future systems will support interfacing approaches that reduce the complexity and duplication of messaging mechanisms.

#### **1.2.2.7 Implement Shared Portal Capability**

Currently, the LAPD has a large application portfolio, which is accessed in different ways: through desktop shortcuts, browser bookmarks, or shared drive locations. Discovery of applications is cumbersome, and access requires different user IDs and passwords. There is limited support for user collaboration using modern tools.

The LAPD seeks to streamline user access to tools and applications through a single user interface and enable online collaboration between employees outside the context of system of record applications.

Benefits of this initiative include:

- Ease the discovery and access of applications and tools, leveraging single sign-on where practical.
- Provide portal-based collaboration tools that are easy to use, and offer a more fluid and informal way to communicate than system of record applications allow.

The LAPD expects that future systems will be accessible within the context of a user portal.

#### **1.2.2.8 Quick-Win Projects**

The LAPD expects the RMS project to take several years to implement. In an effort to provide incremental value to users sooner and learn about new technologies, the LAPD has started a series of "quick-win" projects. The quick-wins are designed to solve a very specific business need in a relatively short period of time, using a new or innovative technology. The goal of the quick-win project is to field test assumptions about requirements and how a technology might be used. Depending on their success, some quick-win projects may eventually be made into full projects and deployed Department-wide, while others may be terminated after the initial trial. Depending on the timing and capabilities of the RMS, a quick-win project may be eventually replaced by the RMS. At any given time, the Department may have one or more of these projects in-progress.

An example quick-win project is the Electronic Field Interview (e-FI). This project is to develop a mobile application with a corresponding web dashboard for the collection, approval and archiving of field interviews. The project is intended to modernize the Department's current FI collection practices and enhance the officers' workflow. In its current stage of development, the proposed e-FI has updated traditional paper FIs to include contemporary fields such as email addresses, supervised release information, and other pertinent data. Using dedicated smartphones, patrol and/or gang officers will utilize the e-FI system to document public contacts, detentions, and arrests. The e-FI will also feature the ability to scan driver license information using optical character recognition (OCR) technology, capture photographs of persons, tattoos and vehicles (for gang officers), and auto-populate relevant fields for multiple subject encounters. The first early field deployment for eFI is scheduled for an early fall soft launch.

### 1.3 Volumes and Metrics

The following table (**Table 1: Volumes and Metrics**) provides current estimated volumes of various LAPD metrics. While this information can vary from year to year, it is meant to provide a general idea of Department size and complexity.

**Table 1: Metrics and Estimates**

Metric	Estimate (2014)
Population Served	3.8 million
Total Employees	12,000
Total Sworn Officers	9,963
Total Detectives (citywide)	1,600
Total Crime Analysts (citywide) □ Civilian □ Sworn	150
Patrol Divisions	21
Jail Facilities (number of locations)	10
Jail Division Capacity (max number of arrestees)	1,400
Number of Arrestees In-Custody (at any given time)	350-500
Number of eSCAR reports per year	25,000
Operations Divisions (COMPSTAT)	21
COMSTAT Report Profiles	100
Property Storage Facilities (number of locations)	40
Number of Police Vehicles	2,180

<b>Metric</b>	<b>Estimate (2014)</b>
<b>Number of in-car Mobile Devices</b>	925
<b>Number of Police Motorcycles</b>	280
<b>Number of on-motorcycle Mobile Devices</b>	5
<b>Number of Handheld Mobile Devices</b>	2,400 (estimated 7,000 by 2016)
<b>Number of Calls for Service (per year)</b>	2.9 million calls for service 1.7 million calls dispatched
<b>Number of Investigation Reports (per year)</b>	400,000
<b>Number of Arrest Reports</b>	130,000
<b>Number of Release from Custody (RFC) or Notice to Appear Citations (per year)</b>	45,000
<b>Number of Bookings (per year)</b>	125,000
<b>Number of New Investigations (per year)</b>	370,000
<b>Number of Open <input type="checkbox"/> Active Investigations</b>	86,000
<b>Number of Traffic Notice to Appear Citations</b>	420,000
<b>Number of Commercial Notice to Appear (per year)</b>	1,000
<b>Number of Collision Reports (per year)</b>	47,000
<b>Number of Field Interviews (per year)</b>	130,000
<b>Number of Active Fugitive Warrants</b>	32,000
<b>Number of Active Offender Registrations</b>	40,000
<b>Number of Permit Investigations (per year)</b>	400
<b>Number of Pawn Detail Reports (per year)</b>	860,000
<b>Number of Metal Detail Inspections (per year)</b>	100
<b>Number of Property Items Processed (per year)</b>	3 million
<b>Number of Active Property Records</b>	12 million / 240,000 archive
<b>Est. number of Protection Orders processed per year</b>	9,300
<b>Est. number of active Protection Orders</b>	17,000

#### **1.4 Project Objectives**

The RMS project is intended to transform LAPD's business, particularly in how the LAPD collects, stores and uses information. While each of the Department's operational areas and command staff have varying expectations of what a modern records management system can and should do to improve their particular area, the following are overarching project objectives that the LAPD hopes to achieve:



- Enhance **officer safety** and **efficiency** by decreasing the time required to complete report writing, data collection, analysis and other administrative work through the elimination of redundant, duplicative and superfluous tasks;
- Enhance **public service** by improving the public's experience with the LAPD, particularly when it comes to the timeliness and availability of information;
- Enhance **data accuracy and quality** by reducing or eliminating erroneous and duplicative data entry and providing improved quality controls; and
- Enhance the **operational value of information** by improving the timeliness and availability of relevant and actionable information available to all stakeholders as a result of better data collection, access and controls.

## 1.5 Current Challenges

The LAPD's records management business practices, coupled with the existing technology environment, pose many challenges for both LAPD members and the public. These challenges include:

- *Manual, paper-based processes* □ Nearly every process involved in the collection, dissemination and analysis of information is in part (or, in some cases entirely) manual or paper-based. While there are many systems to log and track events, nearly all LAPD official records are submitted on paper and scanned to be stored electronically as TIFF files, or other paper equivalent image files. The information contained on these reports is not easily accessible or available for other purposes;
- *Siloed processes* □ Due to the size and organization of the LAPD many similar business practices are handled differently throughout the Department. This can create inconsistency in how and when information is collected, the forms that are used and the timeliness and accuracy of information;
- *Lack of access to valuable information* □ Since most of the information collected resides on paper forms, it is not readily available for investigative purposes. The paper-process is time consuming and even when information is entered into electronic systems, it is often not timely, limiting its operational value;
- *Time consuming and inefficient processes* □ Writing reports by hand on paper is time consuming and prone to error. Several routine processes can consume an officer's day (e.g., booking, report writing) taking valuable resources from the field;
- *Aging technology* □ Outdated software, hardware and programming languages are challenging and increasingly expensive to support. Many

systems are at end-of-life and no longer supported by their original vendor and support staff members familiar with these systems are retiring.

## **1.6 Guiding Principles**

The LAPD recognizes that this project is a large, multi-year and multi-phase effort that will have a profound and lasting effect on nearly every area of the Department. The LAPD understands that this is much more than simply a technology project and expects to invest significant resources in managing the organizational change that will be required, in addition to adapting to new technology and potentially new ways of doing business. The following guiding principles are being used to help set expectations and prepare the Department for the change that is expected:

- The Records Management System is a core component of a larger effort to modernize the LAPD technology systems, not an island unto itself;
- Success will be measured largely by the project's ability to provide a valuable and positive experience to users;
- The LAPD requirements are meant to describe desired outcomes, what is needed, and not to be overly prescriptive in how these objectives are achieved. Through this solicitation the LAPD expects to procure a system that has been proven in the marketplace and to benefit from the experience of both the vendors and the other agencies that use their systems. This solicitation is intended to allow vendors the flexibility to demonstrate how their solutions best meet the LAPD's objectives;
- The LAPD intends to procure a commercial solution proven in the marketplace. The LAPD expects that current operational practices will have to adapt to the new system capabilities where possible. Customizations will only be pursued to support capabilities where there is a legal, fiscal or regulatory requirement that cannot be fulfilled any other way;
- The LAPD values improvements to an officer's efficiency and accuracy over maintaining existing practices;
- The project's goal is not to replicate a paper process. The LAPD considers the "record" to be the data, not the paper; that the data may be produced in many different formats including paper and electronic.

## **1.7 Project Responsibilities and Governance**

An Executive Steering Committee comprised of LAPD Command Staff who represent various operational areas of the Department provides overall project guidance and executive decision-making.

A Selection Committee comprised of LAPD sworn and civilian personnel who represent various operational areas of the Department will be primarily responsible for the evaluation of RFP responses. Subject matter experts

throughout the Department will support the Selection Committee during the evaluation process. The RMS Selection Committee will make a recommendation to the Executive Steering Committee, which will ultimately make its recommendation to the Chief of Police and Board of Police Commissioners.

## **1.8 Current Technology Environment**

The following section provides an overview of the LAPD's current technology landscape. This section should be considered informational and does not imply or represent a preference or requirement for any one particular platform or technology for the RMS. Through the RMS project, the LAPD seeks to improve, enhance and innovate its use of technology and expects that many existing systems will be replaced with different technology and platforms.

### **1.8.1 Major Information Systems**

The LAPD has at least seven (7) major systems that support the collection, retention, analysis and dissemination of what would be considered police records. Each of these systems is in varying stages of its life cycle and built using a wide range of tools and technology. Some systems are modern and fully supported, while others are aging and no longer supported, yet may still be in production.

#### **1.8.1.1 NECS**

The Network Communication System (NECS) is a platform that provides the user interface to the CCAD system (see below) and message switching functionality. It was originally installed three decades ago, and is primarily an assembler-based application, residing on the LAPD's mainframe. NECS is the Department's primary method of access to Federal, State, and Los Angeles County law enforcement databases, and supports access to partner agency systems. Functionality includes investigation inquiry, criminal history inquiry and warrant checks.

#### **1.8.1.2 CCAD**

The Consolidated Crime Analysis Database (CCAD) is a system that resides on the City's mainframe environment. It consists of COBOL code and a DB2 database, but the front-end of the system is primarily provided by NECS (see above). CCAD was originally installed in or around 2000 and is used Department-wide to input data regarding crimes and arrests along with non-crimes such as impounds and collisions. CCAD is integrated with the Department's Detective Case Tracking System (DCTS) as it shares and stores data from that application. CCAD is primarily a repository of all the above data to facilitate case tracking, the Crime Analysis Mapping System (CAMS), management reports, and statistical reports to the Department, State and Federal entities. Additionally, CCAD is the data that is presented to the citizens in the City's Open Data initiative.

### **1.8.1.3 ICARS**

The Integrated Crime and Arrest Records System (ICARS) is a customized document image repository based on EMC's Documentum that is used to scan and index all paper-based crime and arrest records. ICARS is not directly integrated with NECS/CCAD, but documents are connected to these records through the entry of minimal document metadata. ICARS allows for hardcopy records to be digitized, stored and retrieved in TIFF format. ICARS currently contains approximately 45.7 million document images. The Records and Identification Division are the primary users entering data into ICARS and Detectives are the primary users accessing information stored in the system.

### **1.8.1.4 APIMS**

The Automated Property Information Management System (APIMS) is a DB2-based system running on an IBM 390 Mainframe in a CICS region. The system is written using IBM's VisualAge Generator, which produces COBOL load modules. APIMS is used to manage property and evidence records for the LAPD. There are currently more than 12 million active property record items and approximately 241 million inactive records. In the current system, each record requires approximately 1MB of storage.

### **1.8.1.5 Crime Analysis Mapping System (CAMS)**

The Crime Analysis Mapping System (CAMS) is a web-based system (Java/Oracle) that resides on Windows servers in the LAPD Data Center. CAMS was originally deployed in the latter part of '08 and utilizes ArcGIS software for mapping tools. CAMS is used by RACR, all Crime Analysts and Crime Analysis Detail personnel Department-wide to generate reports, maps, stats, and data for real-time crime analysis. CAMS data sources include crime reports, arrest reports, calls for service, traffic collisions, release from custody and recovered vehicles.

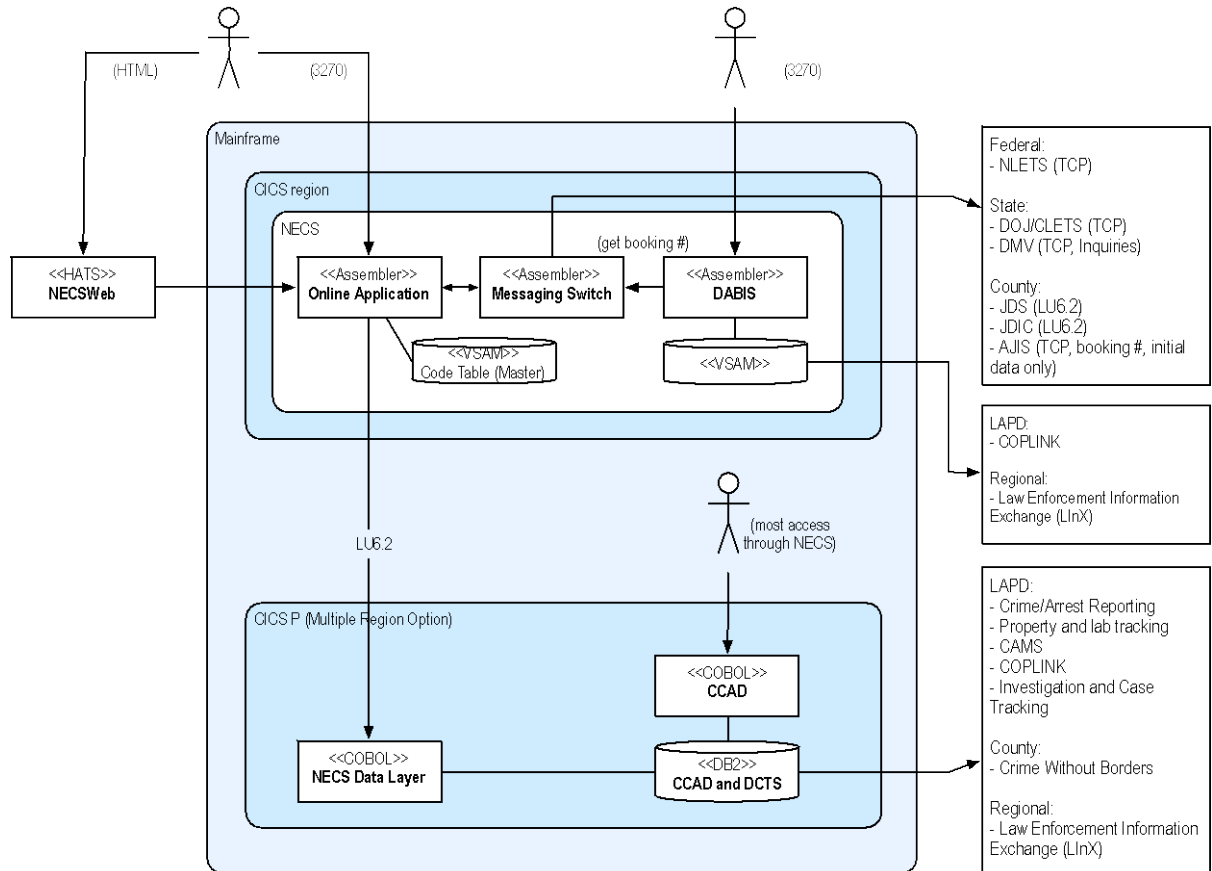
### **1.8.1.6 Detective Case Tracking System (DCTS)**

DCTS an internally developed and supported Case Management tracking system used by Detectives within LAPD. This system is built with Delphi/COBOL and DB2 and provides basic workflow functionality allowing supervisors to assign cases to detectives, the ability to record case notes, case disposition, and limited reporting capabilities.

### **1.8.1.7 Electronic Field Interview (eFI)**

An in-house developed .NET application using a Microsoft SQL database to store data, built out of necessity due to the delayed availability of limited information in CCAD and other core Department applications. The system is used to record all field contacts, and currently contains approximately 1.1M FI records and 1.5M FI subjects.

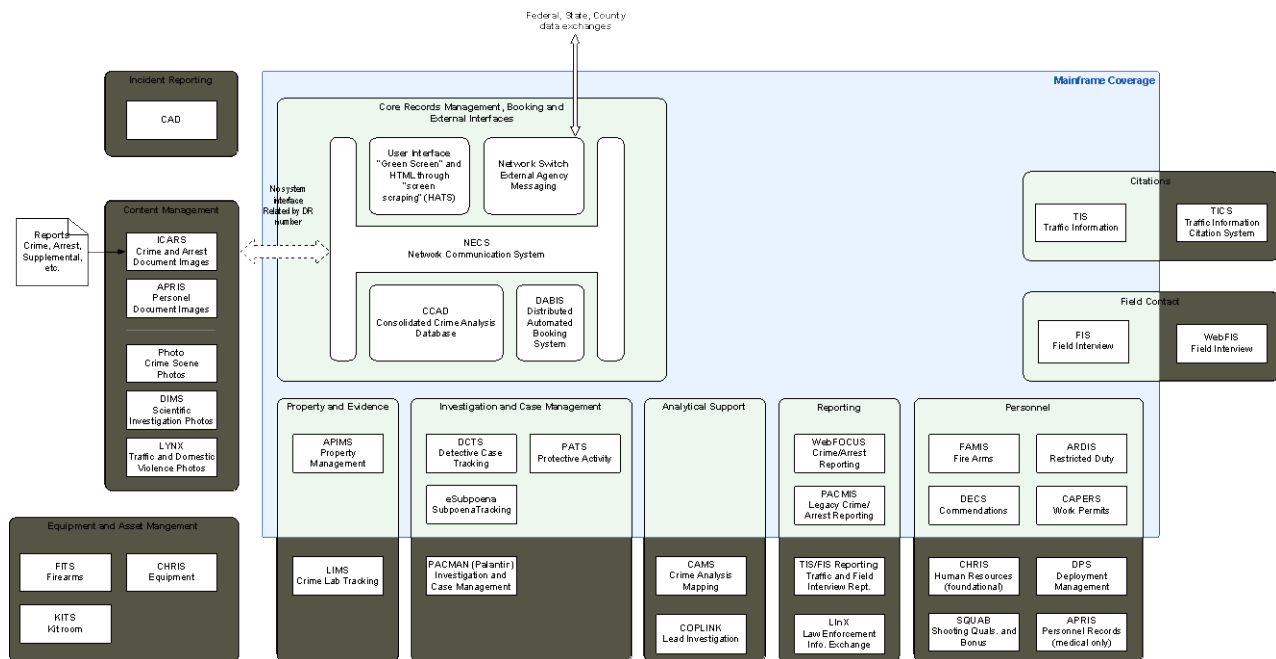
**Figure 3: Current LAPD Records Management System Landscape**



### 1.8.2 Other Information Systems

In addition to the major systems listed in the Figure above (**Figure 3: Current LAPD Records Management System Landscape**), there are a number of other systems, applications, spreadsheets, databases and text files used by individuals and units throughout the Department to support data collection and tracking needs. Many of these systems are stand-alone and unsupported and some are dependent on data that comes from a larger Departmental system. The following figure (**Figure 4: LAPD Ancillary Systems**) illustrates the broader application landscape related to the core NECS/CCAD systems.

**Figure 4: LAPD Ancillary Systems**



### 1.8.3 Workplace Technology

The LAPD currently maintains approximately 8,500 Windows 7 Enterprise (SP1) desktop computers. The standard Web browser is Internet Explorer 9, however alternative browsers such as Google Chrome and Mozilla Firefox are also available to most users. Most desktop computers have Microsoft Office and Novell GroupWise 2012 (enterprise email) installed.

In addition to the desktop computers, the LAPD also supports approximately 150 Apple iPads and 1,900 smartphones (1,780 Android, 115 iPhones). An additional 6,000 Android devices will be deployed to patrol personnel during 2016.

### 1.8.4 In-Car Technology

The LAPD maintains a fleet of approximately 1,500 patrol vehicles of varying types. Most patrol vehicles are equipped with the following:

- Dell Laptops
- Coban Digital In-Car Video
- Motorola MW810 w/ Automatic License Plate Reader (ALPR)
- Sprint Data Connection
- Federal Signal Emergency Equipment  Controller
- Motorola Radio System

- GarretteCom Ethernet Switch
- Power Management System
- Lo-Jack
- Electronic Rifle-Rack System
- Pelican Charging Cradle
- Lind Power Supply
- Federal Signal Rumbler (newer models)

### **1.8.5 Officer Issued Technology**

LAPD officers are typically issued the following technology:

- Motorola Portable Radio
- Taser Body Camera w/viewer (Android device)
- Cogent BlueCheck Device
- Taser X26
- Digital Camera (as needed)
- Audio Recorder (as needed)
- Radar Gun (qualified personnel)

### **1.8.6 Global User Management**

The LAPD uses several technologies for user authentication and authorization. Within the mainframe realm, IBM's Resource Access Control Facility (RACF) is the mechanism, but it is not integrated with non-mainframe systems. Within the distributed system realm, LAPD uses Novell eDirectory-based authentication, combined with a custom developed authorization mechanism named Access Control.

In general, user access to system resources is driven by the user's role and responsibilities in the Department. The deployment of personnel is highly dynamic and a users need for access to various systems is quite fluid. To accommodate this need, the LAPD has integrated the propagation of access rights with its Deployment Planning System (DPS), which reflects the organization chain of command and personnel placement at all times. The Access Control mechanism combines this deployment data with access roles and privileges to manage access to a suite of applications.

The LAPD seeks to evolve this custom-developed Access Control mechanism with a product-based Identity Access Management (IAM) using Microsoft Azure Active Directory (IDaaS) solution.

### **1.8.7 Data Center and Servers**

The LAPD maintains a Novell Linux file and print server at each of its 40 primary office locations in the city of Los Angeles. These servers account for about 20 of the total servers running on the LAPD network. The LAPD hosts the rest of its servers in three primary locations, the LAPD Data Center (45), the Metro Communication Dispatch Center (MCDC) (15), and the Valley Communication Dispatch Center (VCDC) (15).

The LAPD data center is located in downtown Los Angeles. About 60 of the servers hosted in the LAPD Data Center are virtualized with VMware and virtualization using Microsoft Hyper-V is planned for the future, but not yet in production. The majority of servers are managed by LAPD IT staff and some, depending on the application, are co-managed by LAPD's IT staff, and the City's Information Technology Agency (ITA) staff, or system software vendors.

The servers at the MCDC and VCDC locations are in the main server rooms located at the two LAPD 911 dispatch centers. The servers in these two locations are all physical, and they primarily support the 911 dispatch systems and all Documentum related systems.

### **1.8.8 Local-Area Network**

The LAPD's IT staff manages and maintains the operations of the local area network to desktop workstations at each of the LAPD facilities. In most cases network connectivity of 100Mbps is provided to the desktop. In some cases, less than 20, desktops may be connected with 10Mbps. City ITA staff manages and maintains the switches, routers, and other related network communication devices on the LAPD networks.

### **1.8.9 Wide-Area Network**

Approximately 27 of the LAPD facilities are interconnected on one of the two fiber rings that terminate at the City Hall East Building and link the LAPD network to the City and other networks. Locations connected via the fiber ring are connected at 100 Mbps and the remaining LAPD facilities are interconnected via either a T1 or other similar connection.

### **1.8.10 GIS and Mapping**

LAPD currently uses several tools and information sources to support geographical information, location validation and mapping. The Mapping Graphics Unit of Application Development and Support Division maintain the primary source of GIS information. Currently the unit is using the 10.2 version of ArcInfo and ArcMap applications.

All data are stored as coverage and shape files in NAD 1983 State Plane coordinate system, and saved in-house. This data is also shared with the



Computer Aided Dispatch for geocoding call locations. Copies of non-confidential data, such as the Reporting Districts boundary, are also stored in the City's GIS open data portal for other departments to download.

In addition to the ESRI tools, LAPD also uses aerial photos from the Los Angeles Region Imagery Acquisition Consortium (LARIAC) Program coordinated by L.A. County. These imageries are geo-referenced using the same coordinate system as the LAPD's data, making it easy to incorporate them into the mapping process.

Recently, the Department has been using LAT and LON coordinates to the point and to the hundred-block. The hundred-block information is incorporated in data provided to the City's Open Data initiative. The coordinates are melded with other pertinent information and displayed for public consumption.

## **1.9 Current Technology Support Environment**

There is no single, standardized support model for existing systems. Each system is supported by a combination of Department staff, contractors and software vendors depending on the system's origin and nature of support agreements. For larger systems, a tiered support model similar to the following is the most common:

- L-0, Front line assistance is provided by specially trained users called coordinators who are available to coach/assist other users (e.g., "super-users"/train the trainers); each division has their own dedicated coordinators to provide support to their users.
- L-1, if not resolved or if it is a critical, time-sensitive issue, then a help desk ticket is created. LAPD support staff monitors the help desk 24/7. Tickets are triaged and prioritized by the help desk at time of receipt. A small percentage of the more common issues are resolved here (e.g., password issues, etc.).
- L-2, issues are assigned to in-house support staff based on the nature of the issue. These may include both technical and business system experts within the IT organization (e.g., sys. admin, business analysts, SME's).
- L-3, issues assigned to development staff, vendor and/or contractors that cannot be otherwise resolved.

## 2.0 SCOPE OF SERVICES

The LAPD expects the successful Contractor to provide a complete, turnkey RMS solution. The proposed solution must account for all hardware, software and professional services required to implement and support the solution. The LAPD recognizes that some proposed solutions may require the LAPD to provide and/or otherwise share in the responsibility for providing some parts of the final solution; however, the LAPD expects this to be at the direction of the Contractor who will ultimately be responsible for the solution design, implementation and support.

The LAPD RMS requirements are described in **Appendix A: Scope of Services and Contractor Response Template**. The purpose of Appendix A is to both describe the LAPD's requirements and to provide the Contractor with specific instructions as to how to respond to this RFP. All proposals must be submitted in writing. The Contractor must follow the response instructions provided in Appendix A and complete and return all applicable documents, including forms and appendices. The LAPD may deem a proposal non-responsive if the Contractor fails to provide all required documentation and copies.

It is the LAPD's intent to award a contract, in a form approved by the City Attorney, to the selected Contractor. This RFP and the proposal submitted or any part thereof may be incorporated into and made a part of the contract. Proposals accepted by the LAPD constitute a legally binding contract offer by the Contractor.

All proposals shall be valid for one hundred eighty (180) days following the submission deadline unless otherwise agreed to in writing by both the LAPD and the Contractor.

### **3.0 GENERAL PROPOSAL CONDITIONS**

All proposals submitted are subject to the following terms and conditions:

#### **3.1 Acceptance of Terms and Conditions**

The submission of a proposal pursuant to this RFP constitutes acknowledgement and acceptance of all terms and conditions set forth herein.

#### **3.2 Cost of Responding to RFP**

The Contractor understands and agrees that the City is not responsible for any costs incurred by the Contractor in responding to this RFP. Contractors that respond to this RFP, including attendance at the Pre-Proposal Conference and possible attendance at a post-submission interview of Contractors, do so solely at their own expense.

#### **3.3 City's Right of Withdrawal of RFP and Rejection of Proposals**

Notwithstanding any other provisions of this RFP, the LAPD reserves the right to withdraw this RFP at any time without prior notice. The LAPD also reserves the right to reject any and all proposals submitted or to waive any minor administrative irregularities contained in any proposal, when to do so would be in the best interest of the City and pursuant to Los Angeles City Charter Section 371 (c): The City shall reserve the right to reject any and all bids or proposals and to waive any informality in the bid or proposal when to do so would be to the advantage of the City.

#### **3.4 Withdrawal of Proposal**

A Contractor may withdraw a submitted proposal in writing at any time prior to the specified due date and time. Faxed withdrawals will NOT be accepted. A written request to withdraw, signed by an authorized representative of the Contractor, and must be submitted to the LAPD at the address specified herein for submittal of proposals. After withdrawing a previously submitted proposal, the Contractor may submit another proposal at any time up to the specified submission deadline. All proposals submitted and not withdrawn prior to the end of the submission deadline will be firm and may not be withdrawn after the submission deadline for a period of one hundred eighty (180) days following the deadline for submission of proposals specified in this RFP.

#### **3.5 Disposition of Proposals and Disclosure of Information**

All proposals submitted in response to this RFP will become the property of the LAPD and will be a matter of public record subject to the State of California Public Records Act (California Government Code Section 6250 et seq.). Contractors must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that the Contractor claims is exempt from disclosure under the California Public Records Act. Any Contractor claiming such an exemption must identify the specific provision of the California Public Records

Act that provides an exemption from disclosure for each item that the Contractor claims is not subject to disclosure under said Act.

Any Contractor claiming such an exemption must also state in the proposal the following: □The Contractor will indemnify the LAPD and its officers, employees, and agents, and hold them harmless from any claim or liability and will defend any action brought against them for their refusal to disclose copyrighted material, trade secrets, or other proprietary information to any person making a request therefore. □Failure to include such a statement will constitute a waiver of a Contractor's right to exemption from disclosure.

### **3.6 Conferences During the Evaluation Period**

After submittal of proposals and continuing until a contract is awarded, Proposers must not communicate in any manner with LAPD personnel or their agents regarding this RFP or the proposals during this period of time unless the communication relates solely to the scheduling of interviews or system demonstrations, if applicable, or unless otherwise authorized in writing by the LAPD's Contract Administrator. Failure to comply with this requirement will automatically terminate further consideration of that firm's or individual's proposal submitted.

### **3.7 Proposal Submittal Conditions and Limitations**

Proposals submitted that set forth conditions or limitations to those set forth in the RFP may be considered nonresponsive and, therefore, may be rejected.

### **3.8 Proposal Interpretations and Addenda**

Any change to or interpretation of this RFP will be communicated by the LAPD to each firm or individual to whom an RFP has been distributed. Any such changes or interpretations will become a part of this RFP and may be incorporated into any contract awarded pursuant thereto.

#### **4.0 REQUIRED DISCLOSURES**

The Contractor is required to make the following disclosures as part of their response.

#### **4.1 Information on Business Location and Workforce**

It is the policy of the City of Los Angeles to encourage businesses to locate or remain in the City. Therefore, the City Council requires all City Departments to gather information on the headquarters address and certain information on the employees of the firms contracting with the City.

If the Contractor is a joint venture or other collaboration of separate entities, each member of the joint venture or collaboration must submit such a list.

This information can be completed in the Contractor Workforce Information form, **Exhibit 1**.

#### **4.2 Statement of Non-Collusion**

Each proposal must include an executed Statement of Non-Collusion form, **Exhibit 2**.

#### **4.3 Nondiscrimination Equal Employment Practices Affirmative Action Program**

Contractors are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2, Nondiscrimination Clause.

Non-construction services to or for the City for which the consideration is  $\geq$ 1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3, Equal Employment Practices Provisions. All Contractors shall complete and upload the Non-Discrimination/Equal Employment Practices Affidavit, two (2) pages, available on the City of Los Angeles Business Assistance Virtual Network (BAVN), residing at [www.labavn.org](http://www.labavn.org), at the time it registers on BAVN, but no later than the time when an individual Proposal is submitted. However, Contractors with Certifications previously uploaded to BAVN and verified by the Office of Contract Compliance (OCC), do not need to re-submit.

Non-construction services to or for the City for which the consideration is  $\geq$ 100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4, Affirmative Action Program Provisions. All Contractors shall complete and upload, the City of Los Angeles Affirmative Action Plan, two (2) pages, available on the City of Los Angeles Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) at the time it registers on BAVN, but no later than the time when an individual Proposal is submitted. Contractors

opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto the City's BAVN. Contractors with current OCC approval for their Affirmative Action Plan do not need to re-submit unless the approval is 30 days or less from expiration.

Furthermore, subject sub-contractors shall be required to submit the Non-Discrimination/Equal Employment Practices Certification and Affirmative Action Plan to the successful Contractor prior to commencing work on the contract. The sub-contractors' Non-Discrimination/Equal Employment Practices Certification(s) and Affirmative Action Plan(s) shall be retained by the successful Contractor and shall be made available to the Office of Contract Compliance upon request. Both the Non-Discrimination/Equal Employment Practices Certification and the City of Los Angeles Affirmative Action Plan Affidavit shall be effective for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN.

Contractors seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices, and Affirmative Action Program may visit the Bureau of Contract Administration's website at <http://bca.lacity.org>.

#### **4.4 Child Support Obligations**

Contractors are advised that any contract awarded pursuant to this RFP will be subject to the applicable provisions of Los Angeles Administrative Code, Section 10.10, Child Support Obligations. City policy also requires that all contractors performing work for the City comply with all applicable state and federal reporting requirements relative to legally mandated child support. Contractors must refer to Exhibit 3 - Child Support Obligations for further information and instructions and must submit the required declaration at the time proposals are submitted.

#### **4.5 Service Contractor Worker Retention and Living Wage Ordinances**

Unless approved for an exemption, contractors under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, will comply with the provisions of Los Angeles Administrative Code, Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36, et. seq, Service Contractor Worker Retention Ordinance (SCWRO).

Proposers will refer to Exhibit 4 - Service Contractor Worker Retention Ordinance and Living Wage Ordinance for further information regarding the requirements of the Ordinances.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions will apply for exemption from the Ordinance by submitting with their proposal the Bidder/Contractor Application for Non-Coverage or Exemption (Form OCC/LW-

10), or the Non-Profit/One-Person Contractor Certification of Exemption (OCC/LW-13). The List of Statutory exemptions, the Application and the Certification are included in Exhibit 5.

#### **4.6 Equal Benefits Ordinance**

Contractors are advised that any contract awarded pursuant to this RFP will be subject to the applicable provisions of the Los Angeles Administrative Code, Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Contractors must complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN), residing at [www.labavn.org](http://www.labavn.org), prior to award of a City contract valued at or exceeding \$5,000. The Equal Benefits Ordinance Affidavit will be effective for a period of twelve (12) months from the date it is first uploaded onto the City's BAVN. Contractors do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

#### **4.7 Contractor Responsibility Ordinance**

Contractors are advised that any contract awarded will be subject to the provisions of the Contractor Responsibility Ordinance (Los Angeles Administrative Code, Section 10.40 et seq.).

Contractors must refer to Exhibit 7 - Contractor Responsibility Ordinance for further additional information and instructions. All Contractors must complete and return, with their proposal, the Responsibility Questionnaire included in Exhibit 8. Failure to return the completed Questionnaire may result in a Contractor being deemed non-responsive.

#### **4.8 Slavery Disclosure Ordinance**

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFP will be subject to the Slavery Disclosure Ordinance (SDO), Section 10.41 of the Los Angeles Administrative Code.

All Contractors must complete and upload the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN), residing at [www.labavn.org](http://www.labavn.org), prior to award of a City contract.

Contractors seeking additional information or a waiver from the requirements of the SDO must visit the Bureau of Contract Administration's website at [www.bca.lacity.org](http://www.bca.lacity.org) and download the form. The SDO Exemption Form (OCC/SDO-2) must be returned with the Proposal.

#### **4.9 Business Inclusion Program (BIP) Requirements**

It is the policy of the City to provide Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and all Other Business Enterprise (OBE) concerns an equal opportunity to participate in the performance of all City contracts. Contractors will assist the LAPD in implementing this policy by taking all reasonable steps to ensure that all available business enterprises; including MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, have an equal opportunity to compete for, and participate in, City contracts.

Equal opportunity will be determined by the Contractor's BIP outreach documentation, as described in Exhibit 9, the Business Inclusion Program, of this RFP. Participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs may be in the form of subcontracting.

Contractors must refer to Exhibit 9, Business Inclusion Program of this RFP for additional information and instructions. BIP outreach must be performed using the Business Assistance Virtual Network ([www.labavn.org](http://www.labavn.org)). A Contractor's failure to utilize and complete their BIP Outreach as described in Exhibit 9 **will** result in their proposal being deemed non-responsive.

#### **4.10 Local Business Preference Program**

##### **1. General**

This contract is subject to the applicable provisions of the Local Business Preference Program (LBPP) Ordinance No. 181910, Division 10, Chapter 1, Article 21 of the Los Angeles Administrative Code.

The City is committed to maximizing opportunities for Local Businesses, as well as encouraging Local Businesses to locate and operate in the Los Angeles area. It is the policy of the City to reduce local unemployment, stimulate the expansion and retention of local jobs, and create sustainable local economic development.

The City has implemented the LBPP in all competitively advertised bids involving expenditures in excess of \$150,000 except for:

- A. Contracts that are State or federally funded, including contracts in which funding regulations prohibit the City from implementing the LBPP.



- B. Contracts where full and open competition is limited because of a sole source or single source vendor, provider, or supplier.
- C. Contracts where the City determines at any time before the award of the contract that it is not in its best interest to grant a Proposal preference.

The City of Los Angeles, Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (BCA/OCC) is the Designated Administrative Agency (DAA) for the LBPP. The DAA will determine whether a business qualifies as a Local Business, a Provisionally Qualified Local Business, or a Local Subcontractor. The DAA may also audit or monitor contractors and subcontractors for compliance with the provisions of the Ordinance and conduct investigations of claimed violations.

## **2. Participation Criteria for the Local Business Preference Program**

To be eligible for participation in the LBPP, the BCA/OCC requires a prospective proposer to register and apply for certification as a Local Business prior to the proposal deadline by submitting an affidavit attesting as such on the Los Angeles Business Assistance Virtual Network (LABAVN) website. An affidavit form is available for download on the LABAVN website and is also included in Exhibit 10. The "Local Business Certification" Affidavit of Eligibility form is available for download on the LABAVN website at <http://www.labavn.org>. For more information, the proposer must e-mail the LABAVN office at [ITA.BAVN@lacity.org](mailto:ITA.BAVN@lacity.org) or call the City of Los Angeles, Bureau of Contract Administration, Office of Contract Compliance at (213) 847-2641 or (213)847-2648.

Determination of qualification as a Local Business by any other entities, other than the BCA/OCC, or by any other means other than submission of an affidavit on the LABAVN will not be accepted for purposes of participation in the LBPP. Affidavit forms are prioritized according to the date they are received.

## **3. Documentation**

Proposers or their subcontractors that are eligible for a proposal preference in accordance with the LBPP Ordinance must provide all required information on the Local Business Preference Program Documentation form found in Exhibit 10 of this RFP.

### **4.11 Municipal Lobbying Ordinance**

The Contractor must complete and submit the applicable Municipal Lobbying Ordinance Compliance Form "Bidder Certification CEC Form 50, attached as Exhibit 10.

#### **4.12 Bidder Contributions**

Selected Contractors are subject to Charter section 470(c)(12) and related ordinances. As a result, Contractors may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful Contractors, 12 months after the contract is signed. The Contractor's principals and subcontractors performing  $\geq$ 100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Contractors must submit CEC Form 55, provided in Appendix F, to the awarding authority at the same time the response is submitted. The form requires Contractors to identify their principals, their subcontractors performing  $\geq$ 100,000 or more in work on the contract, and the principals of those subcontractors. Contractors must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 may be deemed nonresponsive. Contractors who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

#### **4.13 First Source Hiring Ordinance**

Unless approved for an exemption, contracts primarily for the furnishing of services to or for the City that involve an expenditure in excess of  $\geq$ 25,000 and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, will comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO).

All Proposers will complete and upload the First Source Hiring Ordinance Affidavit (one (1) page) available on the City of Los Angeles Business Assistance Virtual Network (BAVN) at [www.labavn.org](http://www.labavn.org) prior to award of a City contract. The First Source Hiring Ordinance Affidavit will be valid for a period of twelve months from the date it is first uploaded onto the City's BAVN.

Proposers seeking additional information regarding the requirements of the First Source Hiring Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

#### **4.14 Contractor Evaluation Ordinance**

Contractors are advised that any contract awarded as a result of this RFP process will be subject to the provisions of Los Angeles Administrative Code Section 10.39 et seq., Contractor Evaluation Ordinance (CEO). In accordance with this Ordinance, the LAPD will conduct an evaluation of a contractor's performance at the end of the contract.

The LAPD may also conduct evaluations of the contractor's performance during the term of the contract. Evaluations will be based on a number of criteria, including but not limited to the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the contractor assigns to the contract. Information from the evaluations will be kept in a centralized database, and City Departments will consider that information when awarding future service contracts.

## **5.0 CONFIDENTIALITY AND RESTRICTIONS ON DISCLOSURE**

All Contractors are advised that any contract awarded as a result of this RFP process will be subject to the following provisions:

1. All documents, records, and information provided by the LAPD to the Contractor, or accessed or reviewed by the Contractor, during performance of this Agreement will remain the property of the LAPD. All documents, records and information provided by the LAPD to the Contractor, or accessed or reviewed by the Contractor during the performance of this Agreement, are confidential (hereinafter collectively referred to as "Confidential Information"). The Contractor agrees not to provide Confidential Information, nor disclose their content or any information contained in them, either orally or in writing, to any other person or entity. The Contractor agrees that all Confidential Information used or reviewed in connection with the Contractor's work for the LAPD will be used only for the purpose of carrying out City business and cannot be used for any other purpose. The Contractor will be responsible for protecting the confidentiality and maintaining the security of City documents and records in its possession.
2. The Contractor will make the Confidential Information provided by the LAPD to the Contractor, or accessed or reviewed by the Contractor during performance of this Agreement, available to its employees, Project Manager and subcontractors, only on a need to know basis. Further, the Contractor will provide written instructions to all of its employees, Project Manager and subcontractors, with access to the Confidential Information about the penalties for its unauthorized use or disclosure.
3. The Contractor will store and process Confidential Information in an electronic format in such a way that unauthorized people cannot retrieve the information by computer, remote terminal or other means.
4. The Contractor must not remove Confidential Information or any other documents or information used or reviewed in connection with the Contractor's work for the LAPD from City facilities without prior approval from the LAPD. The Contractor will not use, other than in direct performance of work required pursuant to the Agreement, or make notes of any home address or home telephone numbers contained in Confidential Information provided by the LAPD that are reviewed during work on this Agreement. The

Contractor will, at the conclusion of this Agreement, or at the request of the LAPD, promptly return any and all Confidential Information and all other written materials, notes, documents, or other information obtained by the Contractor during the course of work under this Agreement to the LAPD. The Contractor will not make or retain copies of any such information, materials, or documents.

5. Any reports, findings, Deliverables, analyses, studies, notes, information, or data generated as a result of this Agreement are to be considered confidential. The Contractor will not make such information available to any individual, agency, or organization except as provided for in this Agreement or as required by law.
6. The Contractor will require that all its employees, Project Manager, and subcontractors who will review, be provided, or have access to Confidential Information, during the performance of this Agreement, execute a confidentiality agreement that incorporates the provisions of this Section, prior to being able to access Confidential Information.

## **6.0 PRE-PROPOSAL CONFERENCE**

The LAPD intends to hold two pre-proposal conferences, two weeks apart. The purpose of each conference is to provide additional detail and answer questions about the LAPD's requirements and/or any information contained within this RFP.

A panel of LAPD representatives will be available to answer questions from prospective Contractors concerning this RFP. To maximize the effectiveness of the conference, Contractors are encouraged to submit questions in writing to the attention of the Contract Administrator at least three days before the pre-proposal conference.

### **6.1 Conference Schedule**

The first mandatory Pre-Proposal Conference regarding this RFP will be held as follows:

**Thursday October 22, 2015  
8:00 a.m. (Pacific Time)**

Los Angeles Police Department  
100 West First Street, Room TBD  
Los Angeles, CA 90012

The second (optional) Pre-Proposal Conference regarding this RFP will be held as follows:

**Thursday November 5, 2015  
8:00 a.m. (Pacific Time)**

Los Angeles Police Department  
100 West First Street, Room TBD  
Los Angeles, CA 90012

## **6.2 Submittal of Written Questions**

Written questions will be accepted until **Thursday November 12, 2015**. Questions shall be directed to the Contract Administrator. The LAPD is not obligated to respond to any questions and will not respond to questions received after this deadline. Responses to all written questions will be provided via the LABAVN website.

## **6.3 Attendance of Conferences**

Attendance at the FIRST Pre-Proposal Conferences is **mandatory** and attendance at the SECOND Pre-Proposal Conference is optional. No minutes will be taken at the Pre-Proposal Conferences. Attendees at the conference will be responsible for taking their own notes.

**BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.**

## **6.4 Reasonable Accommodations for People with Disabilities**

As covered under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its proposals, programs, services, and activities. If an individual with a disability requires accommodations to attend a Pre-Proposal Conference or other on-site visit, please contact the Contract Administrator at least five (5) working days prior to the scheduled event.

## **7.0 DEADLINE FOR SUBMISSION OF PROPOSALS**

The original proposal and seven (7) complete copies in three-ring binders, and eight (8) CDs containing a complete copy of the proposal, must be received by 2:00 p.m. (Pacific Time), Thursday **November 19, 2015** at the following address:

**Los Angeles Police Department  
100 West First Street, Room 842  
Los Angeles, CA 90012**

**Attention: Nancy Cammarata**

The label must clearly identify the RFP for which the proposal is submitted with the following or a similar statement:

**RFP No. 15-567-004**  
**Proposal for LAPD Records Management System**

People who deliver proposals in person or by courier service (i.e. FedEx, UPS) will be issued a "Notice of Receipt of Proposal." All proposals submitted will be marked with a time and date stamp. Timely submission of proposals is the sole responsibility of the Contractor. **Proposals submitted via U.S. Mail, fax or email will NOT be accepted.**

Proposals must be received by the LAPD on or before the submission deadline specified in the RFP. The deadline cannot be extended for failure on the part of a delivery or messenger service. Any proposal received after the deadline, regardless of reason, will not be accepted. **All proposals delivered after 2:00 p.m. on the due date will be returned unopened.** The addition of substantive supplemental information or modifications to the proposal will not be allowed after the submission deadline. The LAPD reserves the right to determine the timeliness of all proposal submissions.

## **8.0 EVALUATION PROCESS AND CRITERIA**

### **8.1 Evaluation Overview**

An Evaluation Committee composed of LAPD representatives and other City Department personnel, as needed, will evaluate the proposals. In addition, the Evaluation Committee may utilize the services of appropriate experts to assist in the evaluation process.

After receipt of a proposal, but prior to award of any contract, the LAPD, at its sole discretion, may require any or all Contractors to submit additional information and/or to meet in person with LAPD personnel.

Failure of a Contractor to specifically respond to each RFP item, or any other information requested by the LAPD, will be grounds for rejecting that Contractor's proposal.

The LAPD, at its option, may reject any and all proposals submitted in response to this RFP, or waive any informality in a proposal when to do so would be to the advantage to the LAPD, the City, or its taxpayers.

All proposals will be reviewed to determine that the minimum eligibility requirements have been met. Ineligible Contractors will be informed in writing. All eligible proposals will be reviewed, scored, and ranked.

The successful proposal will not necessarily be the one that sets forth the lowest price.

The LAPD reserves the right to reject any and all proposals, seek additional candidates, or to further negotiate terms, price and conditions submitted by a selected Contractor.

### **8.2 Minimum Requirements**

Proposals will first be examined for compliance with the minimum requirements of this RFP to ensure that the Contractor's response is in the required format and contains all of the required sections, forms, signatures, subcontractor outreach per BIP (Section 4.9) and legal notices as prescribed.

### **8.3 Evaluation Criteria**

Proposals that meet the minimum requirements will be evaluated in the following four categories.

**Company Qualifications** □ **Experience** □ This is an assessment of the Contractors overall qualifications including relevant experience, history of successful performance delivering similar projects and company capacity. The scores for this category are derived primarily from an assessment of the

Contractors response for Section 1 General Information, including information obtained during reference checking and site visits.

**Fit to Requirements** □ This is an assessment of the Contractors response to the functional and non-functional requirements. The scores for this category are derived primarily from an assessment of the Contractors response to **Appendix A: Scope of Services and Response Template** and **Appendix B: Software Capabilities Response Matrix** and may also be derived from information obtained during reference checking, site visits, interviews and demonstrations.

**Approach and Methodology** □ This is an assessment of the Contractors overall understanding of the project and their ability to deliver successfully. The scores for this category are derived primarily from an assessment of the Contractors response to **Appendix A: Scope of Services and Response Template** and may also be derived from information obtained during reference checking, site visits, interviews and demonstrations.

**Cost** □ This is an assessment of the Contractors overall cost. The scores for this category are derived from an assessment of the Contractors responses to **Appendix A: Scope of Services and Response Template, Cost Proposal.**



## 8.4 Scoring Range

Evaluation team members will use the following range below (**Table 2: Scoring Range**) to score the Contractor's response in each of the scored areas:

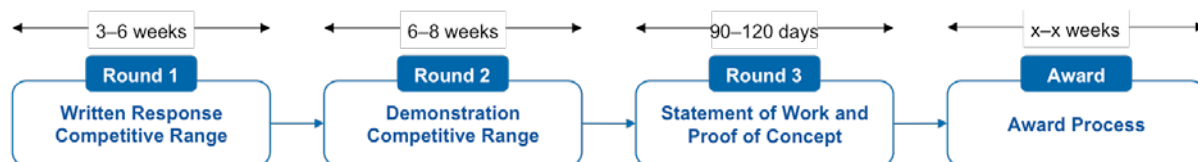
**Table 2: Scoring Range**

Rating	Description
5	The Contractor's response was clear, succinct and demonstrated a high-degree of understanding of and compliance with the stated requirement. The Contractor's proposed approach to the requirement was particularly innovative and exceeded the expectations of the evaluator.
3	The Contractor's response was clear, succinct and demonstrated a basic understanding of and compliance with the stated requirement. The Contractor's proposed approach to the requirement seemed reasonable to the evaluator.
1	The Contractor's response was unclear, overly verbose and/or confusing and/or did not demonstrate a basic understanding of the stated requirement. The Contractor's proposed approach to the requirement was unexpected and/or did not seem to be a reasonable response to the evaluator.
0	The Contractor's response was unclear, overly verbose or confusing and/or did not demonstrate any understanding of the stated requirement and/or was otherwise unresponsive. A missing response must be scored with a 0.

## 8.5 Evaluation Rounds and Competitive Range

There will be three rounds to the evaluation process. Each round is designed to establish a competitive range, described in the figure (**Figure 5: Evaluation Rounds**) and the sections below.

**Figure 5: Evaluation Rounds**



### **8.5.1 Round 1 □ Written Response Competitive Range**

The focus of Round 1 is to establish a competitive range based on an evaluation of the vendors experience and proven ability to successfully partner with and deliver RMS projects to departments similar to the LAPD. The rating of this round is primarily based on an evaluation of the Contractor's written response and references.

Contractor's proposals will first be evaluated for compliance with all required submission material and adherence to proposal response instructions and the proper and complete submittal of required documents and BAVN outreach. Failure to submit the proposal in the required format, failure to submit the required forms and failure to complete BAVN outreach could each disqualify the Contractor's proposal for further consideration.

This round is expected to take three (3) to six (6) weeks to complete depending on the number of responses received and result in a subset of vendors who move on to the next round.

### **8.5.2 Round 2 □ Demonstration Competitive Range**

The focus of Round 2 is to establish a competitive range based on an evaluation of the vendors demonstration of their product following both a scripted and unscripted demonstration period as well as interviews, additional reference checking and site visits. A wide range of operational representatives and subject matter experts will attend the demonstrations and provide comments and observations to selection committee members for their consideration.

Vendor demonstrations are expected to occur over a six to eight week period depending on the number of Contractors invited to participate. Contractors will be provided demonstration scripts and agendas at least three weeks in advance.

The Demonstration period will be composed of the following four phases:

#### **8.5.2.1 Phase 1 □ Discovery**

Within two weeks of receiving the demonstration scripts, Contractors will be provided with an opportunity to meet with LAPD representatives to ask questions and get clarification about any of the demonstration scripts and/or the demonstration process, including location logistics, room set-up, etc.

#### **8.5.2.2 Phase 2 □ Demonstration Period 1**

This first on-site demonstration will occur over a continuous two to three day period of time where the Contractor will be asked to demonstrate various system functions following general scripts. Contractors may also be asked to participate in detailed Q□A sessions with selection committee members in order to clarify and/or demonstrate portions of their response. Contractors may also be asked to

provide one or more concurrent "break-out" sessions where there is a concentration on a particular functional area.

#### **8.5.2.3 Phase 3 – Demonstration Period 2**

There will be a two-week break between demonstration periods. The purpose of this break is to allow the Contractor to consider feedback and information received during the demonstration and to prepare for a second demonstration period following the same or similar format and duration as the first demonstration. During this period, the Contractor will be provided access to LAPD SMEs as needed in order to clarify any outstanding questions about infrastructure, interfaces and data conversion.

#### **8.5.2.4 Phase 4 – Proposal Revision Submittal**

Within two weeks of the end of Demonstration Period 2, Contractors will be required to submit revised proposals based on the information and feedback received during the demonstration period. The Contractor is expected to provide a final, fully priced solution as part of their final submission, including a recommended approach and pricing for professional services, training, infrastructure, interfaces and data conversion. The revised proposal will be re-scored by the evaluation committee to determine the competitive range for Round 3.

This round is expected to take eight (8) to ten (10) weeks to complete depending on the number of Contractors participating and result in a subset of vendors who move on to the next round.

#### **8.5.3 Round 3 – Statement of Work and Proof of Concept**

The focus of the third and final round is to develop a complete Statement of Work (SOW) in sufficient detail to be included in any resulting contract award document and to successfully execute a production-ready proof of concept. If the Contractor and the LAPD are unable to agree on a statement or work or to successfully execute a production-ready proof of concept the Contractor will not be considered further.

##### **8.5.3.1 Phase 1 – Statement of Work**

The resulting Statement of Work is expected to provide sufficient detail on the planned execution of the entire project delivery and to be fully priced. The Statement of Work is expected to clearly delineate the Contractors and the LAPD's obligations, roles and responsibilities throughout the project life cycle. The Statement of Work must include a detailed project plan and schedule, including major delivery milestones. The Statement of Work must include a detailed system testing and acceptance plan that clearly describes how system functionality will be validated, tested and accepted by the LAPD. The Statement

of Work must include a detailed training and roll-out plan that clearly describes the roles and responsibilities for training of both the Contractor and the City.

### **8.5.3.2 Phase 2 □ Proof of Concept**

The purpose of the proof-of-concept is to establish the Contractors ability to provide □production-ready□software for a sub-set of system functionality in a short period of time. Prior to the start of Round 3, the Contractor and the LAPD will agree on the terms, duration and objective of the proof-of-concept. The proof-of-concept will focus on only one functional area and a limited subset of users. The intention of the proof-of-concept is to demonstrate the Contractors proposed approach for requirements and functional validation, acceptance testing, training and implementation. For the purpose of the proof-of-concept, □production-ready□ means software that is fully functioning and operational and that could be deployed into production.

This round is expected to take 90□120 days to complete depending on the number of Contractors participating. This round will be scored on a Pass/Fail bases.

### **8.5.4 Award Process**

At the conclusion of the evaluation process, the evaluation team will make a recommendation to the Chief of Police and Board of Police Commissioners (Board) seeking approval of the selection of a Contractor. Following that, the Department will draft the contract and begin the City's contract award process.

## **9.0 PROTEST PROCEDURES**

Any protest to a proposal award must be:

- In writing; and
- State the reason(s) for the protest; and
- State how the proposal met the requirements of the RFP (may include copies of any pertinent documentation).

Upon receipt of a protest, the RFP Administrator will furnish the protester with a written statement setting forth the reasons for the proposed award. An informal administrative hearing will be held within five (5) working days after receiving the protest, unless waived by the Contractor.

At or prior to the hearing, the protester may present arguments and documentation as to why the award should not be made according to the LAPD□ plans. After the close of the hearing, the LAPD staff will make a determination and submit an award recommendation to the Board of Commissioners. The Contractor may appear before the Board when the award recommendation is

scheduled to be considered by the Board. The Board's decision regarding the award will be final.

## **10.0 CONTRACT TERMS**

The LAPD anticipates issuing a contract for up to five (5) years. The Contractor to whom the contract is awarded will be required to enter into a written contract with the LAPD in a form approved by the City Attorney. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. However, the LAPD reserves the right to further negotiate the terms and conditions of the contract with the selected Contractor.

The document titled "Standard Provisions for City Contracts (Rev. 03/09)" is attached hereto as Exhibit 12 and will be incorporated into and made a part of the final contract.

## 11.0 LIST OF APPENDICES AND EXHIBITS

<b>Appendix A</b>	Scope of Services and Contractor Response Template
<b>Appendix B</b>	System Software Capabilities Response
<b>Appendix C</b>	Cost Proposal Template
<b>Exhibit 1</b>	Contractor Workforce Information
<b>Exhibit 2</b>	Statement of Non-Collusion
<b>Exhibit 3</b>	Child Support Obligations
<b>Exhibit 4</b>	Service Contractor Worker Retention Ordinance (SCWRO)/Living Wage Ordinance (LWO)
<b>Exhibit 5</b>	Application for Non-Coverage or Exemption
<b>Exhibit 6</b>	Equal Benefits Ordinance (EBO)
<b>Exhibit 7</b>	Contractor Responsibility Ordinance
<b>Exhibit 8</b>	Contractor Responsibility Questionnaire
<b>Exhibit 9</b>	Business Inclusion Program
<b>Exhibit 10</b>	Local Business Preference Program
<b>Exhibit 11</b>	Municipal Lobbying Ordinance Compliance Form / Bidder Certification CEC Form 50
<b>Exhibit 12</b>	Bidder Contributions □ CEC Form 55
<b>Exhibit 13</b>	Standard Provisions for City Contracts (Rev. 03/09)
<b>Exhibit 14</b>	LAPD Operational Forms Index
<b>Exhibit 15</b>	LAPD Organizational Chart
<b>Exhibit 16</b>	NECS Systems Inventory v2.27

## **12.0 CONTRACTOR CHECKLIST**

### **Response Format**

- One (1) original and seven (7) complete copies in 3-ring binders, and eight (8) CDs containing a complete copy of the proposal

### **12.1 Section 1 General Information**

- Section 1.1 Cover Letter
- Section 1.2 Executive Summary
- Section 1.3 Contractor Qualifications
- Section 1.4 Company Overview
- Section 1.5 Failure to Complete Work Awarded
- Section 1.6 Market Position and Strategy
- Section 1.7 Use of Subcontractors
- Section 1.8 Experience and References
- Section 1.9 Proposal Deviation from RFP

### **12.2 Section 2 Functional Requirements**

- Section 2.1 System Software Capabilities
- Section 2.2 Forms  Data Collection
- Section 2.3 Mobility
- Section 2.4 Location Validation and Mapping

### **12.3 Section 3 Non Functional Requirements**

- Section 3.1 System Architecture and Infrastructure
- Section 3.2 System Scalability and Growth
- Section 3.3 System Performance
- Section 3.4 Data Protection and Recovery from Failure
- Section 3.5 System Environments
- Section 3.6 Release Management and Version Control
- Section 3.7 Data Retention and Archiving
- Section 3.8 Digital Content Management
- Section 3.9 System Administration
- Section 3.10 Data Management
- Section 3.11 User Identity Management
- Section 3.12 User Access Management
- Section 3.13 System Logging and Audit
- Section 3.14 System Interfaces and Data Exchanges

Section 3.15 Data Conversion From Existing Systems

## **12.4 Section 4 System Implementation and Professional Services**

Section 4.1 Key Personnel and Project Team

Section 4.2 Project Management

Section 4.3 Detailed Statement of Work

Section 4.4 Phased Incremental Approach

Section 4.5 Modernization Program Alignment

Section 4.6 In-Progress Projects

Section 4.7 Testing

Section 4.8 System Software Change Control Management

Section 4.9 Organizational Change Management

Section 4.10 Documentation

Section 4.11 Training

Section 4.12 System Use and Licensing

Section 4.13 Warranty

Section 4.14 Support and Ongoing Maintenance

## **12.5 Section 5 Additional Appendices**

Section 5.1 TBD

## **12.6 Section 6 Cost Proposal**

Section 6.1 Software

Section 6.2 Professional Services

Section 6.3 Pricing Assumptions

Section 6.4 Payment Schedule and Terms

Section 6.5 Optional Costs

## **12.7 Appendix B: System Software Capabilities Response**

Analytics

Arrest

Booking

Case Management

Citations

Collision Reporting

Field Contacts

Fugitive Warrants

Incident Reporting

Jail Management



- Juvenile Contacts
- Management Reporting
- Master Indices
- Offender Registration
- Pawn / Metal
- Property  Evidence
- Protection Orders
- Search
- Search Warrants

## **12.8 Required Related Documents to be Submitted**

- Contractor Workforce Information, Exhibit 1
- Statement of Non-Collusion, Exhibit 2
- Non-Discrimination/Equal Employment Practices/Affirmative Action Program (submitted through BAVN)
- Child Support Obligations Form(s), Exhibit 3
- Living Wage and Service Contract Worker Retention Ordinances (LWO  SCWRO) Form(s) (if seeking exemption), Exhibit 4
- Equal Benefits Ordinance (EBO) Form(s) (submitted through BAVN), Exhibit 6
- Contractor Responsibility Ordinance (CRO) Form(s), Exhibit 7, Exhibit 8
- Slavery Disclosure Ordinance (SDO) Form, ([www.labavn.org](http://www.labavn.org)) (submitted through BAVN)
- BIP Program Form A, Exhibit 9 (submitted through BAVN)
- Local Business Preference Program (if certified or seeking certification)
- Municipal Lobbying Ordinance CEC Form 50, Exhibit 11
- Bidders Contributions CEC Form 55, Exhibit 12
- First Source Hiring Ordinance, ([www.labavn.org](http://www.labavn.org)) (submitted through BAVN)

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**APPENDIX A**

**SCOPE OF SERVICES AND CONTRACTOR RESPONSE TEMPLATE**

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**REQUEST FOR PROPOSALS**

**RECORDS MANAGEMENT SYSTEM  
FOR THE  
LOS ANGELES POLICE DEPARTMENT  
RFP No. 15-567-004**

**APPENDIX A**

**Scope of Services and Contractor Response Template**



**ISSUED BY**

**LOS ANGELES POLICE DEPARTMENT**

**October 8, 2015**

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## INSTRUCTIONS

This appendix describes the LAPD requirements for a Records Management System (RMS) and provides specific instructions as to how the Contractor must submit its response to this RFP. In order to fairly and accurately evaluate each response, Contractors must follow the specific format as it is described in this appendix. **Failure to adhere to this format and order may be considered nonresponsive and, therefore, be cause for rejection of the proposal.**

The Contractor is expected to provide a concise narrative response that clearly explains exactly how the Contractor plans to meet each of the LAPD's requirements. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

Contractors are highly discouraged from using 'boilerplate' language or other extraneous generic marketing materials that either do not directly pertain to the requirements of this RFP or apply to the goals and objectives of the LAPD. It is not sufficient to simply restate a requirement or to provide promotional material that does not materially support the Contractors response. Evaluators will negatively rate superfluous or unnecessarily verbose responses.

Each section of the Contractors response must be clearly marked and follow the section headings as they are outlined in this appendix (e.g., "Section 1: General Information").

The Contractor is required to provide one (1) original and seven (7) complete copies of its proposal in 3-ring binders, and eight (8) CD's containing a complete electronic copy of the proposal.

## 1.0 SECTION 1: GENERAL INFORMATION

The purpose of this section is to provide the LAPD with information about the Contractor's company background and experience that makes it uniquely qualified to satisfy the requirements of this RFP.

Section 1 must contain the following sub-sections:

### 1.1 Cover Letter

Contractor's proposal must be accompanied by a cover letter that is signed by a representative or officer of the Contractor, who is authorized to bind the firm to all provisions of the RFP, any subsequent changes and to the contract if an award is made.

If the Contractor is a partnership, a general manager must sign the proposal in the name of the partnership thereof. If the Proposer is a corporation, the proposal must be signed on behalf of the corporation by two (2) authorized officers (a Chairperson of the Board, President or Vice President, and a Secretary, Treasurer, or Chief Financial Officer) or by an officer authorized by a resolution of the Board of Directors to execute such documents on behalf of the corporation. The corporate seal must be affixed. If the Proposer is a joint venture, duly authorized representatives from each corporation must sign the proposal or partnership as described above. All above signatures must be original and written in ink.

Proposals submitted by consortiums, joint ventures, or teams will not be considered responsive unless it is established in the proposal that all contractual responsibility rests solely with one member of the group or one legal entity. The proposal must identify the responsible entity.

The Contractor's cover letter must contain the following information:

- Statement of Interest: This statement should indicate your firm's general interest and capability to perform the project. It should include a brief summary of any information that you feel might be especially important to the LAPD, including how your firm is uniquely qualified to meet the LAPD's objectives;
- Statement of Proposal Validity: The proposal must be valid for a minimum of one hundred eighty (180) days from the date of the RFP due date. This shall represent the time during which the proposal is a firm offer and a Contract may be entered.
- Contact Person: Include the name, title, address, telephone number and email address of a single contact person and one alternate for any questions regarding your proposal.

## **1.2 Executive Summary**

The Executive Summary offers the Contractor an opportunity to summarize the key elements of its proposal and how the combined experience and the particular solution offering of the Contractor will best meet the needs of the LAPD.

This section should be no more than two (2) pages.

## **1.3 Contractor Qualifications**

This section should explain specifically how the Contractor is especially qualified to deliver the best possible turnkey solution to the LAPD. This section should not include corporate 'boilerplate', but instead should emphasize the Contractor's understanding of the LAPD's requirements and challenges as they have been described in this RFP and how the Contractor is particularly qualified to address those requirements.

This section should be no more than two (2) pages.

## **1.4 Company Overview**

In this section, the Contractor should provide a clear picture of the company size, structure, capabilities and financial condition. At a minimum, Contractors should briefly describe the company history, ownership and primary industries served. Contractors should also provide key financial information to demonstrate a history of financial stability.

This section should be no more than two (2) pages.

## **1.5 Failure to Complete Work Awarded**

In this section, the Contractor must disclose all contracts terminated for default during the past five years. If the Contractor has had a contract terminated for default during the past five (5) years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the Contractor's non-performance or poor performance and the issue was either not litigated; or litigated and such litigation determined the Contractor to be in default. Submit full details of all termination for default experienced by the Contractor during the past five (5) years including the other party's name, address and telephone number. Present the Contractor's position on the matter. The City shall evaluate the facts and may, at its sole discretion, reject the proposal if the facts discovered indicate that completion of a contract resulting from this Proposal may be jeopardized by selection of the Contractor.

If the proposer has experienced no termination for default in the past (5) five years, so indicate.



## 1.6 Market Position and Strategy

In this section, the Contractor should provide a clear picture of the Contractor's market strategy and standing in the marketplace. What makes the Contractor a leader in the RMS market? What is unique and innovative about the Contractor's solution or customers? How does the Contractor influence the market in a positive way? The Contractor should also describe how the services being provided are a core part of its long-term business strategy and why this particular strategy uniquely qualifies the Contractor for this work.

This section should be no more than two (2) pages.

## 1.7 Use of Subcontractors

In this section, Contractor should provide an overview of its plans to use Subcontractors. The Contractor should clearly explain the primary roles and responsibilities of each proposed Subcontractor and describe how Subcontractor management and oversight is accomplished. The LAPD expects to only maintain a Contractual relationship with the Contractor as a Prime Contractor and not to enter into separate agreements between the LAPD and any of the proposed sub-contractors. The LAPD expects that any sub-contractors will be subject to all of the same terms and conditions as the Contractor. Contractors are encouraged to include a diagram that clearly shows the relationships between the Contractor and Subcontractor(s).

## 1.8 Experience and References

**PLEASE READ CAREFULLY, INSTRUCTIONS FOR PROVIDING REFERENCES ARE VERY SPECIFIC AND MUST BE FOLLOWED AS DESCRIBED. FAILURE TO DO SO MAY RESULT IN THE CONTRACTOR BEING CONSIDERED NON-RESPONSIVE.**

### A. Primary References

**Requirement:** *The Contractor must have successfully designed, developed, tested, and implemented at least two (2) **complete, integrated law enforcement records management system** solutions for a paying customer of similar size and/or operational complexity as the LAPD.*

**Response:** In this section Contractor is required to provide detailed information, using the table below (**Table 1: Primary Reference Format**), for the two (2) primary references that the Contractor feels best represent the Contractor's work with customers that are most similar to the LAPD.

These references may be contacted and interviewed by the LAPD evaluation team by phone and/or in person. The Contractor is expected to have a well-established working relationship with the references provided in this section. If the contact provided is not available, unwilling or unable to participate in an

interview conducted by the LAPD, the reference will be considered non-responsive and will be scored accordingly as part of the evaluation.

Failure to provide sufficient primary references may be cause for the Contractor’s proposal to be deemed as unresponsive and not considered for further evaluation. Primary references must demonstrate that the Contractor has successfully delivered the proposed solution into a similarly complex law enforcement environment.

**Table 1: Primary Reference Format**

<b>Primary Reference #1</b>	
Agency Name	
Est. total number of sworn/civilian staff	
Est. population served	
Est. number of annual calls for service	
Est. number of annual criminal reports	
Contact Name	
Contact Title	
Contact Phone	
Contact Email	
Date RMS Contract Signed / Date RMS First Went Live	
How is this reference particularly relevant to this project?	

<b>Primary Reference #2</b>	
Agency Name	
Est. total number of sworn/civilian staff	
Est. population served	
Est. number of annual calls for service	
Est. number of annual criminal reports	
Contact Name	
Contact Title	
Contact Phone	
Contact Email	
Date RMS Contract Signed / Date RMS First Went Live	
How is this reference particularly relevant to this project?	

## B. Secondary References

In addition to the two primary references provided above, Contractor may also provide a summary list of any other references where similar solutions or services have been or are currently being provided. This list should include the name of the client organization, a contact name and number and a brief description of the project and its relevance to this project.

## C. RMS Client List

In addition to the references provided above, Contractor must provide a full and complete list of all law enforcement agencies that the Contractor has entered into an agreement to provide a similar records management software solution in the last three (3) years. The list must include engagements that are current, complete, expired or terminated for any reason. Failure to disclose law enforcement RMS client engagements within the past three (3) years for any reason may result in the Contractor being considered non-responsive. The Contractor must include the client name and contact information.

## **1.9 Proposal Deviation from RFP**

In this Section, the Contractor must specify any deviation from the terms, conditions, and/or specifications of this RFP, including those provided in Exhibit 12 Standard Provisions for City Contracts. The Contractor must Each such deviation must be fully identified and must include both the nature and the reason for the deviation, as well as a statement explaining the benefit to the LAPD as a result of the deviation. The proposal must state specifically, "We have excluded no items in the proposal" or "We have included additional items in the proposal," and provide a list of all additional items.

## 2.0 SECTION 2: FUNCTIONAL REQUIREMENTS

This section describes the LAPD's functional requirements and system capabilities. The Contractor is expected to use this section to provide the LAPD with a detailed and succinct narrative response that explains how the Contractor plans to address the LAPD's functional requirements.

Section 2 must contain the following sub-sections:

### 2.1 System Software Capabilities

**2.1.1 Requirement:** *The specific system capabilities for which the Contractor must indicate responses of compliance are located in **Appendix B: System Software Capabilities Response**.*

**Response:** The Contractor must complete the tables included in Appendix B in accordance with the instructions provided and attach them to its proposal as Appendix A: System Software Capabilities Response Matrix.

### 2.2 Forms and Data Collection

**2.2.1 Requirement:** *The Contractor is required to provide a solution that is able to capture all of the information (data elements) currently collected on LAPD operational forms listed in **Exhibit 14**.*

**Response:** The Contractor should describe the process by which the Contractor will ensure that all existing data elements can be collected by the proposed solution. The Contractor should explain how forms are evaluated against system functionality during design to protect against any loss of ability to capture certain information. Contractor should explain how the proposed solution would address the capture of information and/or a particular data element that may be required by the LAPD, but not currently part of the proposed solution.

The purpose of this requirement is not to replicate the current forms-driven workflow or business process for report writing, but to ensure that all of the required data can be captured by the proposed solution.

**2.2.2 Requirement:** *The Contractor is required to provide a solution that is capable of printing and/or creating electronic versions suitable for emailing of the completed forms when needed in the existing format so that the printed form is acceptable to the forms owner.*

**Response:** The Contractor should describe the process by which the Contractor will ensure that forms can be printed in its existing format if/when required. The Contractor should describe any limitations, if any, to the number or type of forms

that the system supports. The Contractor should describe the process by which forms are developed as part of system implementation and by whom (the LAPD or the Contractor).

The purpose of this requirement is not to reproduce every current LAPD form if it is no longer needed, but to ensure that those forms that are required maintain their approved printed formats.

**2.2.3 Requirement:** *The Contractor is required to provide a solution that is capable of modifying existing forms and/or adding new forms in the future, as the need arises.*

**Response:** The Contractor should describe the process by which the Contractor will ensure that forms can be printed in their existing format if required. The Contractor should describe how new forms can be implemented as needed.

## **2.3 Mobility**

**2.3.1 Requirement:** *The Contractor is required to provide a solution that exploits the growing demand for a more mobile workforce and enhances the user's experience and efficiency by allowing them to work most effectively in their mobile environment.*

**Response:** The Contractor should describe how the proposed solution enables and supports a mobile workforce. The Contractor should describe how the proposed mobile solution has been used to enhance officer safety and efficiency and provide specific examples of system capabilities that are especially more effective on mobile devices.

The Contractor should describe any operational limitations that may exist with the proposed mobile solution, such as any limitations in functionality from specific types of mobile devices or differences in mobile device operating systems and/or limitations when the mobile device loses network connectivity (e.g., "offline mode").

The Contractor should describe general compatibility of the proposed mobile solution with existing LAPD mobile devices, as described in **RFP Sections 1.8.3, 1.8.4 and 1.8.5.**

The Contractor should describe how the proposed solution is designed to account for changes in mobile technology, particularly in the availability of new types of mobile devices and/or capabilities.

## 2.4 Location Validation and Mapping

**2.4.1 Requirement:** *The Contractor is required to provide a mechanism for entering and collecting location information in a format that is compatible with existing systems that use geographical information and LAPD GIS standards as described in RFP Section 1.8.10 GIS and Mapping.*

**Response:** The Contractor should describe the process by which the user enters and validates a location, including the data source and processes used for location validation. The Contractor should describe how locations that cannot be validated by the user at the time of entry are reconciled or otherwise geocoded at a later time to ensure completeness and accuracy.

**2.4.2 Requirement:** *The Contractor is required to provide a means for visualizing information on a map as part of the common user experience to enhance the user's understanding of the information being presented and/or efficiency in collecting it.*

**Response:** The Contractor should describe how maps are used to assist users in visualizing information that may be contained within the system (e.g., historical information, cautions, person information, etc.). The Contractor should describe how location information from other source, such as a mobile device is used to enhance data entry. The Contractor should describe any limitations to the use of the map as part of the normal operation of the system either by user type, device type or other special licensing requirements.

### 3.0 SECTION 3: NON-FUNCTIONAL REQUIREMENTS

This section describes the LAPD's non-functional, technical requirements for system hardware and other infrastructure. The Contractor is expected to use this section to provide the LAPD with a detailed and succinct narrative response that explains how the Contractor's technical solution has been designed to ensure that the system functions properly in the expected environment and under the expected demands of the LAPD.

#### 3.1 System Architecture and Infrastructure

**3.1.1 Requirement:** *The Contractor is required to provide a commercially available solution that addresses the functional requirements described in this RFP with minimal or no custom software development.*

**Response:** The Contractor should describe how proposed solution is able to meet the LAPD functional requirements with minimal custom software development. The Contractor should explain conditions where custom development may be or is typically required. The Contractor should generally describe the configuration process and how configuration can be used to accommodate operational changes that may occur over time. The Contractor should describe what types of system configurations are typically handled by the client and what, if any, are typically or can only be handled by the Contractor.

**3.1.2 Requirement:** *The Contractor is required to utilize a modern and fully supported software environment that has been designed for the expected function, size and scale of the LAPD.*

**Response:** The Contractor should provide an overview of all of the proposed system software components. Where applicable, the Contractor should provide a diagram or other graphic that clearly shows the relationships between each of the software components. The Contractor should include the vendor name, product name, release or version numbers and description/purpose of each distinct software component, such as: operating system, database, application servers, administrative tools or utilities and both server and client software (desktop, mobile devices, etc.).

The Proposal should clearly identify software that is developed and provided by the Contractor and/or its sub-contractors and software that is commercially available and licensed by other third-party vendors as part of the Contractor's overall solution. The Contractor should describe any special relationships or other partnerships that the Contractor may have with vendors that are significant to the Contractor's ability to utilize and/or develop in this particular environment. The Contractor should describe how long this particular system software platform has been in production.

The Contractor should describe the key software technologies being used and its benefits, including how they are specifically well suited for the demands of a mission-critical environment. The Contractor should explain the current product life cycle and development strategy for the next five years, including any planned upgrade, re-writes or major enhancements.

**3.1.3 Requirement:** *The Contractor is required to utilize a modern and fully supported hardware and infrastructure platform that has been designed for the expected size and scale demands of the LAPD.*

**Response:** The Contractor should describe the recommended system hardware platform including the recommended server size and technical specifications that would be required to fully support a production system that accommodates all of the potential LAPD users and utilizes all functions proposed (e.g. the most likely end-state configuration). The Contractor should explain why the recommended platform architecture and specific configuration is particularly well suited for the expected demands of the LAPD environment. The Contractor should describe how the recommended platform architecture is well suited to adapt and scale over time as the LAPD system demands change and/or increase over time, especially if the full system is implemented incrementally.

The Contractor should describe a system infrastructure model that the Contractor feels will best meet the LAPD's initial requirements and to continuously provide sufficient performance and capacity to support the expected growth of no less than twenty (25) percent for the life of the project. The Contractor may describe one or more potential models, such as fully on-site, fully hosted and managed or a hybrid solution. The Contractor should only describe those models that it has experience with and feels are best suited for the LAPD.

The Contractor should describe the expected benefits, tradeoffs, potential risks and primary responsibilities for the proposed infrastructure and how the LAPD is protected against unexpected costs associated with increasing capacity or performance as necessary to maintain the required services levels and volume requirements during the implementation and post-implementation support periods.

**3.1.4 Requirement:** *The Contractor is required to provide a system that is capable of storing a minimum of ten (10) years of historical data in the live, production system so that these records are immediately and fully available to system users.*

**Response:** The Contractor should describe the recommended system storage platform including the recommended storage technology specifications and storage size based on the anticipated number of records in the fully implemented



end-state. The Contractor should describe how storage estimates are made and the specific assumptions used to produce storage calculations. The Contractor should describe any special storage needs or considerations that the proposed solution may require, such as any dependencies on third-party or external storage services and/or solutions.

*Note: For the purpose of estimating size, the Contractor should provide typical or recommended hardware specifications necessary to support a full Department-wide implementation of all proposed software features/functionality.*

*Note: The Contractor will not be required to provide hardware infrastructure costs as part of its initial cost proposal and hardware costs will not be considered as part of the Round 1 Competitive Range scoring. A final hardware configuration will be expected as part of Round 2 Competitive Range proposal submittal.*

**3.1.5 Requirement:** *The Contractor is required to support the ability to access the system using network-connected (wired and wireless) desktop and laptop computers.*

**Response:** The Contractor should describe the minimum and recommended requirements for the end-user desktop device needed to support full access to the proposed solution. The Contractor should describe any variances to a standard configuration that may be required for users depending on its type or specific function.

The Contractor should describe minimum network bandwidth requirements for the standard desktop computer configuration needed to support the proposed system functions. The Contractor should confirm that the proposed solution could operate on the current standard LAPD desktop computers as described in RFP **Section 1.8.3 Workplace Technology** and/or describe any system upgrades that might be required for these existing devices.

*Note: For the purpose of providing minimum and preferred end-user device specifications, the Contractor is not expected to provide specific quantity estimates, but is expected to provide the recommended specifications for each type of desktop device that would be required to implement the proposed solution.*

**3.1.6 Requirement:** *The Contractor is required to support the ability to access the system using handheld or other mobile devices, such as those devices described in the Contractors response to 2.8 Mobility above.*

**Response:** The Contractor should describe the minimum technical requirements for each type of recommended handheld device (e.g., smartphone or tablet) and

the minimum technical requirements (e.g., operating system, memory, storage, etc.) for each proposed device type. The Contractor should describe the minimum network bandwidth requirements for each type of mobile device proposed.

- 3.1.7 Requirement:** *The Contractor is required to support the ability to access the system using the mobile computers that are currently installed in LAPD vehicles and described in Section 1.8.4 of this RFP.*

**Response:** The Contractor should describe the minimum and recommended technical requirements necessary to support the ability to access the system using the existing in-vehicle/portable mobile computers. The Contractor should describe the minimum network bandwidth requirements for a mobile computer installed in a vehicle.

### **3.2 System Scalability and Growth**

- 3.2.1 Requirement:** *The Contractor is required to provide a system that can scale and grow, as the LAPD needs change over time, especially during a phased implementation. The systems performance and capacity must be maintained and able to adapt to changing system use and needs over time without requiring full-scale replacement of all underlying technology hardware or software platforms.*

**Response:** The Contractor should describe how the system is specifically designed to accommodate growth, especially as new users and capabilities are added incrementally over time. The Contractor should describe how its system hardware and infrastructure needs can change over time and how those changes are accommodated.

### **3.3 System Performance**

The LAPD considers the RMS to be a mission-critical system that must be available for full use at all times twenty-four hours per day, seven days per week (24/7). A slow or otherwise unavailable system will not be acceptable and will have a profoundly negative effect on officer safety and efficiency.

- 3.3.1 Requirement:** *The Contractor is required to provide system availability of no less than 99.99%, that allows for no more than one minute of system downtime per week or fifty-two minutes per year, for any reason.*

**Response:** The Contractor should describe how the system has been designed for to meet the demands of a high-availability, mission-critical system. The Contractor should describe the availability levels that the LAPD should expect and how those levels are achieved. The Contractor should describe any

distinctions between system, component and network resiliency and specifically how network or individual component issues are identified as part of system troubleshooting. The Contractor should describe how roles and responsibilities for system availability are defined and managed between the Contractor and the LAPD.

**3.3.2 Requirement:** *The Contractor is required to provide a system design that accounts for no single-point-of-failure and provides system resiliency sufficient to maintain the required system response time and uptime regardless of cause of the failure. The system must be able to detect and recover from failures with minimal to no human intervention.*

**Response:** The Contractor should describe how the system has been designed for resiliency, specifically how failure detection and recovery is achieved. The Contractor should describe any special system software features or capabilities that are specifically in place to enhance resiliency and reduce susceptibility to system or component failures.

**3.3.3 Requirement:** *The Contractor is required to provide a system design that allows for full system recovery from an unforeseen system failure of no more than 15 minutes.*

**Response:** The Contractor should describe how system recovery times are maintained and measured. The Contractor should describe any distinctions between system, component and network resiliency and specifically how network or individual component issues are identified as part of system recovery. The Contractor should describe how roles and responsibilities for system recovery are defined and managed between the Contractor and the LAPD.

**3.3.4 Requirement:** *The Contractor is required to provide system response times sufficient to maintain the user's attention and not interrupt the normal workflow, even during periods of peak use.*

**Response:** The Contractor should describe how system response times are achieved and maintained during normal and peak use operation. The Contractor should describe how system performance is measured and accounted for in maintenance agreements.

**3.3.5 Requirement:** *The Contractor is required to provide the user with sufficient feedback when system response times are slower than expected so that the user is fully aware of the operating condition of the system (e.g., system is up/down) and knows what to expect (e.g., to wait, to retry, to call for assistance, etc.)*

**Response:** The Contractor should describe how users are provided feedback in the event of slow system performance (e.g. what to expect, what to do next)

**3.3.6 Requirement:** *The Contractor is required to provide a mechanism for conducting frequent and comprehensive performance testing that accurately simulate the expected number of users and tests both system performance in terms of response time under expected maximum peak load and resiliency in terms of component failures.*

**Response:** The Contractor should describe the process by which system performance testing/load testing is accomplished both pre and post implementation. The Contractor should describe the tools, process, environments, etc. used to conduct system load testing and the level of confidence that the proposed load testing will adequately simulate expected production environment usage. The Contractor should describe how performance test results are reported to and verified by the LAPD.

**3.3.7 Requirement:** *The Contractor is required to provide a mechanism for monitoring system performance and proactively alerting support staff of performance anomalies that may negatively impact system performance and/or uptime.*

**Response:** The Contractor should describe the process by which performance is monitored. The Contractor should describe the tools and processes used to proactively alert and/or provide early warning of system anomalies and potential performance issues.

### **3.4 Data Protection and Recovery from Failure**

**3.4.1 Requirement:** *The Contractor is required to provide a system design that protects against data loss and/or corruption due to unforeseen system and/or component failures.*

**Response:** The Contractor should describe how protection against data loss and/or corruption is achieved in the event of unforeseen system and/or component failures. The Contractor should describe any storage and/or backup design that protects against data loss, prevents data corruption and provides a mechanism for the recovery of lost or corrupted data in the event of a system failure.

**3.4.2 Requirement:** *Contractor is required to provide a system design that ensures that an unforeseen system outage does not result in data loss beyond what may have been 'in-transit' or not yet committed at the time of the outage.*

**Response:** The Contractor should describe how data protection and recovery is designed to ensure against data loss due to unforeseen failures. The Contractor should describe the specific mechanisms in place from which data would be recovered in the event of an unforeseen failure and what, if any, gaps in data might be expected during a recovery.

**3.4.3 Requirement:** *Contractor is required to provide a mechanism for entering hand written reports into the system following a system failure or outage where the system was unavailable.*

**Response:** The Contractor should describe process and workflow for entering hand-written records after an outage.

### **3.5 System Environments**

**3.5.1 Requirement:** *The Contractor is required to support the ability to conduct system maintenance, training, development, configuration and testing without interruption to the production systems.*

**Response:** The Contractor should describe how separate environments are provided to conduct system development/configuration, maintenance, testing and training without interruption to the live, production system. The Contractor should describe each of the proposed environments, its purpose and how it is maintained. The Contractor should describe the specific hardware and software requirements for each environment.

### **3.6 Release Management and Version Control**

**3.6.1 Requirement:** *The Contractor is required to provide a mechanism for predictably managing releases, enhancements and/or customizations including updates, patches and upgrades in a manner that is not disruptive to in-production operations.*

**Response:** The Contractor should describe how software is maintained and updated including bug fixes, minor/major patch and release management. The Contractor should describe how releases are validated and tested and how they are moved between environments until they are released into production. The Contractor should describe how the release management process protects against unforeseen changes to the production environment. The Contractor

should describe how LAPD specific configurations or changes are maintained during software version upgrades.

**3.6.2 Requirement:** *The Contractor is required to keep system software, including third-party software, up-to-date with any required release patches or updates and major releases within one version of the fully supported current version. All proposed software versions must be generally available and operational in a comparable production environment on or before the proposal deadline.*

**Response:** The Contractor should describe the process used to ensure system compatibility with updates and new releases of any required underlying system software such as operating systems, database, and application servers.

The Contractor should describe how updates to system software are documented, tested and implemented in a way that does not disrupt the production environment. The Contractor should describe any maintenance or upgrades that would require periods of planned system downtime or otherwise make the system unavailable to users.

### **3.7 Data Retention and Archiving**

The LAPD expects the RMS to have robust data retention and archiving capabilities and expects that data retention policies and technology options will change over time. The LAPD currently maintains complex data retention policies that are largely driven by Departmental policy and local, state and federal law. Data retention policies vary by record type, data within record type and may have differing retention policies ranging from several months to indefinite periods.

In a separate, but related effort, the LAPD plans to create a consolidated data archival capability that consolidates data from several different system-of-record sources, such as RMS, into a single data storage repository that will be used for historical archival, enterprise reporting and analytics (see RFP Section 1.2.2.2). As this other effort progresses, the LAPD expects that the RMS will participate by providing data to this central repository and that the RMS may use this central repository for archiving purposes.

**3.7.1 Requirement:** *The Contractor is required to provide a capability to maintain various data retention policies for different record and data types under different conditions that may change over time.*

**Response:** The Contractor should describe how data retention policies are established and modified. The Contractor should describe typical data retention policy scenarios and how the system is designed to accommodate them. The Contractor should describe how data retention policies affect storage planning and / or system performance and if / when archiving may be required in order to



maintain system performance. The Contractor should describe if / how 'off-line' archiving is used or required. The Contractor should describe if and how archived and/or inactive records can / should remain indefinitely assuming adequate storage capacity can be maintained.

**3.7.2 Requirement:** *The Contractor is required to maintain 'active' or 'open' system records indefinitely, so that they are immediately and fully available to system users.*

**Response:** The Contractor should describe how the system storage is estimated and configured to ensure adequate storage space for the retention of all active or open system records.

**3.7.3 Requirement:** *The Contractor is required to provide the capability to permanently 'purge' records in a manner that complies with Departmental, local, state and federal guidelines.*

**Response:** The Contractor should describe how the system provides for the capability to permanently remove records when authorized to do so. The Contractor should describe how these records are removed and what trace information, if any, may remain on the system.

**3.7.4 Requirement:** *The Contractor is required to provide a mechanism to make all records available to a separate operational data storage warehouse system that is maintained by the LAPD outside of the RMS and used for statistical reporting and other data analytics needs independent of the RMS.*

**Response:** The Contractor should describe how the RMS could interface with an external data storage warehouse. The Contractor should describe how and when information could be moved from the RMS to the data storage warehouse in a manner that ensures data timeliness and accuracy. The Contractor should describe how the LAPD operation data storage warehouse could be used to store records that are archived off of the RMS for historical purposes.

**3.7.5 Requirement:** *The Contractor is required to provide a mechanism for retrieving and/or reactivating records that may be removed as part of the archive process in the event that these records are reopened. .*

**Response:** The Contractor should describe how archived and/or inactive records are retrieved or reactivated if needed. The Contractor should describe the mechanisms and constraints (if any) to re-activated records.

### **3.8 Digital Content Management**

The LAPD expects the RMS to provide the capability of associating digital content (e.g. audio files, images, video files, etc.) with records. In a separate, but related project, the LAPD is exploring options for Enterprise Content Management in an effort to centrally manage digital assets from multiple systems-of-record. Today, copies of the same digital file may exist on several systems at the same time, making digital asset management and chain-of-custody compliance more difficult. The LAPD's goal is to eventually store and manage digital assets in one place, using one system that is accessed by other systems through interface or other integration.

The LAPD recognizes that there may be certain specific advantages, disadvantages and trade-offs to this approach, especially when it comes to digital content that is created or managed by RMS as part of the RMS workflow and expects the Contractor to propose a solution that has been proven to best address these issues and trade-offs.

**3.8.1 Requirement:** *The Contractor is required to provide a system capability to store digital media content that is associated with a record as part of the RMS workflow.*

**Response:** The Contractor should describe how digital content is associated with records as part of the RMS workflow. The Contractor should describe the user experience and how media is associated with records. The Contractor should describe the various types of media that can be associated with records and any limitations, such as media type, size, etc. The Contractor should describe how / where digital media is stored and any specific storage and retention requirements or considerations specifically for digital media (e.g. separate media servers, storage, etc.)

**3.8.2 Requirement:** *The Contractor is required to provide a system capability to maintain the integrity of digital assets contained within RMS and manages digital rights and ensure chain-of-custody.*

**Response:** The Contractor should describe how the integrity of digital assets is maintained including access rights and file integrity.



**3.8.3 Requirement:** *The Contractor is required to provide a system capability to use an external Enterprise Content Management System to store and manage digital content.*

**Response:** The Contractor should describe its experience with using external Enterprise Content Management systems for the storage and management of digital content. The Contractor should describe its recommended approach to what / how / where digital content should be managed and stored when an Enterprise Content Management System is available.

### **3.9 System Administration**

System administration is the ability to manage the configuration and reliable operation of the underlying systems and software.

**3.9.1 Requirement:** *The Contractor is required to provide a mechanism for administering system. This includes the ability to make changes to system values and configurations that are required to meet operational needs.*

**Response:** The Contractor should describe how the system is managed on a day-to-day basis and how system values and configurations can be changed. The Contractor should describe the recommended number and type of resources that would be required by the LAPD to adequately maintain the system. The Contractor should describe the professional capabilities and experience typically required to perform these duties.

**3.9.2 Requirement:** *The Contractor is required to provide for the ability to monitor and manage the required hardware, software and/or other third-party systems required to maintain system performance such as, operating systems, database management software and storage management.*

**Response:** The Contractor should describe how the system is administered. The Contractor should describe the required skills and capabilities of the System Administrator and describe any limitations or restrictions from where the system administration functions can be done (e.g., local, remote, etc.). The Contractor should describe how the system is actively monitored for general health and system performance.

**3.9.3 Requirement:** *The Contractor is required to provide the ability to utilize and maintain standardized code values such as federal, state and local codes and ordinances (e.g., CA Penal Code, CA Vehicle Code, CA Health and Safety Code) and state and federal crime reporting code values such as Uniform Crime Reporting (UCR) and Incident Based Reporting (IBR).*

**Response:** The Contractor should describe how standardized code tables are managed and updated.

### **3.10 Data Management**

Data management is the ability to reliably manage and administer the data and records contained within the system.

**3.10.1 Requirement:** *The Contractor is required to provide a mechanism for administering system records, making administrative changes and maintaining data quality.*

**Response:** The Contractor should describe how data quality is maintained and administrative changes to data elements can be made in order to maintain data accuracy.

**3.10.2 Requirement:** *The Contractor is required to provide the ability to merge records of similar types that are found to be duplicative and to separate records of similar types that are found to be unique.*

**Response:** The Contractor should describe how potential duplicate records are identified and managed. The Contractor should describe how merged records thought to be a duplicate can be separated into individual records.

**3.10.3 Requirement:** *The Contractor is required to provide the ability to comply with local, state and federal requirements for the sealing, purging and expungement of certain records. These rules will vary by record type and duration and will change over time.*

**Response:** The Contractor should describe how records are managed in order to comply with court orders to seal, purge or expunge records.

**3.10.4 Requirement:** *The Contractor is required to provide the ability to comply with local, state and federal requirements for privacy and confidentiality by making records and/or parts of records only available to certain users who are authorized access to those records.*

**Response:** The Contractor should describe how records are protected from unauthorized use or access.

### **3.11 User Identity Management**

The LAPD prefers, where possible, to centrally manage all user accounts and authorization. The City prefers to have users sign-on and be authenticated one-time and gain access to the various systems they are authorized to use without having being prompted to sign on again to each system.

**3.11.1 Requirement:** *The Contractor is required to interface with a separate centralized mechanism for maintaining user information and access controls.*

**Response:** The Contractor should describe how user's accounts are managed. The Contractor should describe its ability to use centralized user account management, outside of the RMS, as a way to maintain user accounts and access control.

### **3.12 User Access Management**

**3.12.1 Requirement:** *The Contractor is required to provide system security and access controls sufficient to comply with city, state and federal security requirements.*

**Response:** The Contractor should describe how system security and user access management is configured and maintained. The Contractor should describe how the proposed solution detects and prevents unauthorized system access. The Contractor should describe any security and access management differences that may exist between devices of different types such as desktop, connected, wireless and mobile devices.

**3.12.2 Requirement:** *The Contractor is required to protect data 'at rest' and 'in transit' so that unauthorized users cannot access it.*

**Response:** The Contractor should describe how data is protected against unauthorized access and use.

**3.12.3 Requirement:** *The Contractor is required to ensure that the proposed solution is compliant with the most current version of the Criminal Justice Information Services (CJIS) Security Policy.*

**Response:** The Contractor should describe how compliance with CJIS security policy is verified and maintained. The Contractor should describe how changes

to the CJIS Security policy are addressed, including any re-verification that may be required.

**3.12.4 Requirement:** *The Contractor is required to provide data access controls to users with varying levels of security and authorization to access information that may vary depending on the information type (e.g., crime reports, FI, sensitive reports) and status (e.g., draft, approved).*

**Response:** The Contractor should describe how data access can be controlled and/or vary depending on the record type and status.

### **3.13 System Logging and Audit**

**3.13.1 Requirement:** *The Contractor is required to provide for the full audit and logging of authorized and unauthorized user activity and interactions with the system.*

**Response:** The Contractor should describe the system logging and audit functions, specifically how they are used to maintain system integrity and security compliance.

**3.13.2 Requirement:** *The Contractor is required to provide for the full audit and logging of system transactions as they relate to particular records and/or data elements, including digital assets, sufficient to maintain legal chain-of-custody records.*

**Response:** The Contractor should describe how chain-of-custody records are maintained, particularly with respect to digital assets (e.g. the changing of a file format from one to another). The Contractor should describe how historical information about changes made to a record are maintained, searched and reported on.

**3.13.3 Requirement:** *The Contractor is required to provide a mechanism for searching and reporting on system activity information to aid in troubleshooting, training and investigation of unauthorized use.*

**Response:** The Contractor should describe how system audit records are used by system administrators or other authorized users to manage user activity.

### **3.14 System Interfaces and Data Exchanges**

The LAPD expects that the RMS will be a primary system of record and the source of information for several other critical systems both within the LAPD and at the LAPD's local, state and federal partner agencies. The LAPD also expects that information from these other systems will be critical to the operation and use

of the RMS. The LAPD requires a robust capability to not only maintain or otherwise replicate current integrations with these other systems, but to also be able to modify and create new integrations as needs change.

The following subsections describe the LAPD's desired capability and known current interfaces, but is not intended to be a complete and comprehensive list of all possible interfaces or interactions and/or information exchanges with other systems. The LAPD expects the Contractor to work with the LAPD over the life of the project to assist in the identification, analysis and implementation of additional exchanges and interfaces to and from other systems.

### **3.14.1 General System Interface**

**3.14.1.1 Requirement:** *The Contractor is required to provide a mechanism for exchanging information with other systems in 'real-time' where information is passed to/from the RMS using a predefined protocol, format and layout in order to support a specific function or operation.*

**Response:** The Contractor should generally describe its approach to developing real-time interfaces to and from other systems. The Contractor should describe both the process for defining the interface and the tools used to develop the interface. The Contractor should describe typical roles and responsibilities for the design and implementation of interfaces. The Contractor should describe the most commonly supported information exchange protocols.

**3.14.1.2 Requirement:** *The Contractor is required to provide a mechanism for exchanging information with other systems by way of 'file-transfer' where information is passed to/or from the RMS in predefined file format and layout in order to support a specific function or operation.*

**Response:** The Contractor should generally describe its approach to developing file-transfers to and from other systems. The Contractor should describe both the process for defining the interface and the tools used to develop the interface. The Contractor should describe typical roles and responsibilities for the design and implementation of interfaces. The Contractor should describe the most commonly supported file types.

**3.14.1.3 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the identification and analysis of existing information exchanges and recommend and implement the most appropriate information exchange or interface. The Contractor may also be required to provide the resources to implement the recommendation, depending on the solution.*

**Response:** The Contractor should describe how it will work with the LAPD to assess current information exchanges/interfaces and what tools, process and/or resources the Contractor will provide to develop, test and maintain these exchanges. The Contractor should describe the expected roles and responsibilities of both the LAPD and the Contractor in the development of interfaces and information exchanges.

*Note: As part of the initial response, the Contractor will be required to provide pricing for the first three interfaces listed below: CLETS, CAD and Live Scan. The Contractor will not be required to provide pricing for the remaining interfaces as part of the initial response, but will be asked to provide a response and pricing as part of the final Round 2 Competitive Range submissions.*

### **3.14.2 California Law Enforcement Telecommunications System (CLETS)**

**3.14.2.1 Requirement:** *The Contractor is required to provide a standard interface to the California Law Enforcement Telecommunications System (CLETS) as described in the current published CLETS interface specification(s) that supports all available CLETS functionality required by RMS users to complete RMS functions. These functions may include, but are not limited to, the ability to conduct CLETS queries and updates from within RMS as part of an RMS function or workflow.*

**Response:** The Contractor should describe its experience with implementing an interface to CLETS or a similar State Law Enforcement Telecommunications System and describe the similarities between CLETS and the state systems the contractor has experience with. The Contractor should describe the expected level of integration and system functionality that the LAPD should expect from the CLETS interface (e.g., the user experience and capabilities).

### **3.14.3 Computer Aided Dispatch**

The LAPD Computer Aided Dispatch (CAD) system is currently the Motorola PCAD, version 7.0.0.12, installed on a Tandem Non-Stop clustered system residing on the City's Enterprise Network. Installed in 2010, CAD supports all call entry, handling and dispatch functions including maintaining dynamic unit location and status information. The LAPD is planning to replace the Motorola PCAD with the Motorola Premiere One CAD over the next 12 – 24 months.

**3.14.3.1 Requirement:** *The Contractor is required to provide a ‘real-time’ interface to the LAPD CAD. The interface must support the ability to record CAD call for service information in RMS to aid in the completion of RMS records using information that has been recorded in CAD. At the time of the RMS installation, the Contractor is expected to work with the LAPD and its CAD vendor, Motorola, to determine the best interface course of action depending on the status of the CAD replacement project at the time.*

**Response:** The Contractor should describe its experience with implementing an interface to the Motorola P-CAD and Motorola’s PremierOne CAD. The Contractor should describe the expected level of integration and system functionality that the LAPD should expect from the CAD interface (e.g., the user experience and capabilities) as it relates to information received from CAD that supports RMS functions and capabilities.

**3.14.3.2 Requirement:** *The Contractor is required to provide a ‘real-time’ interface to the LAPD Computer Aided Dispatch System that supports the ability to accept and respond to inquiries from CAD for information that is contained within the RMS (e.g. people, vehicles, property, etc.)*

**Response:** The Contractor should describe its experience with implementing an interface to the Motorola CAD. The Contractor should describe the expected level of integration and system functionality that the LAPD should expect from the CAD interface (e.g., the user experience and capabilities), as it relates to supporting inquires from CAD.

#### **3.14.4 Live Scan**

The Live Scan system is actually under the authority of the Los Angeles County Regional Identification System (LACRIS), the vendor is MorphoTrust USA. The LAPD uses Live Scan to positively identify booked arrestees based on the electronic transmission of his/her fingerprints, generally within two hours. Persons arrested and booked at any LAPD jail facility are fingerprinted on the Live Scan system and the fingerprints obtained are electronically transmitted to the L.A. County and State's Automated Fingerprint Identification Systems (AFIS) for identification. Under most circumstances, an arrestee’s release from custody (Own Recognizance (OR), cash bail or bond) does not occur until the positive identification messages from the L.A. County and State's AFIS systems have been received via the Live Scan system. Live Scan supports Global Justice XML Data Model (GJXDM) for exchange of data.



**3.14.4.1 Requirement:** *The Contractor is required to provide a ‘real-time’ interface to the Live Scan system as part of the booking process to facilitate the identification and booking process.*

**Response:** The Contractor should describe its experience with implementing an interface to the Morpho Trust’s Live Scan system. The Contractor should describe the expected level of integration and system functionality that the LAPD should expect from the interface (e.g., the user experience and capabilities).

### **3.14.5 Remaining Interfaces**

**3.14.5.1 Requirement:** *The Contractor is required to provide expert advice to the LAPD as to how best address additional data exchanges that may be required between RMS and other systems, including those listed below.*

**Response:** The Contractor should describe how it would work with the LAPD to assess each of the existing information exchanges and interfaces and determine the best approach for accommodating these needs. The Contractor should describe the tools and process that it provides to develop and maintain existing and future interfaces and information exchanges. The Contractor should describe how pricing estimates are generally derived when developing a new interface. The Contractor should describe any experience interfacing to any of the following systems:

#### **TEAMS II**

The Training Evaluation And Management System (TEAMS II) is a suite of web based (Java/Oracle/Cognos) applications that reside on AIX servers in the City’s Data Center. The TEAMS II suite includes the Risk Management Information System (RMIS), the Use Of Force System (UOFS), the Complaint Management System (CMS), and the Claims and Lawsuits Information System (CLIS). RMIS is the LAPD’s version of what other police departments sometimes call an “early warning system” or “early intervention system” (EI). RMIS is often considered the most thorough EI system in the country and serves as a model for EI systems in other Law Enforcement Agencies. RMIS compiles data for all employees in the LAPD by collecting information from 14 disparate systems. RMIS relies on a 2-stage screening process. The first stage is an automated review process that counts entered event data such as use of force, citizen/internal complaints, training activity, commendations, vehicle accidents, and many other indications of risk based activity and performance. The system embeds calculations to identify concerns and flags potential issues for further review. The second stage then alerts supervisors about those officers whose activity may indicate potential ‘at risk’ behavior when compared to their peers. This process involves human judgment to diagnose whether further action is required and to prescribe interventions where justified.



## **Palantir**

Palantir is a data analytics and visualization platform that provides the LAPD, Los Angeles Sheriff's Department and Long Beach Police Department an inter-connected and secure environment to share crime, arrest, field interviews, intelligence data and other previously inaccessible data sets. A user query searches all three instances and can correlate data from multiple agencies and sources for reports and/or other work products including link charts.

## **Crime Analysis Mapping System (CAMS)**

The Crime Analysis Mapping System (CAMS) is a web based system (Java/Oracle) that resides on Windows servers in the LAPD Data Center. CAMS was originally deployed in the latter part of '08 and utilizes ArcGIS software for mapping tools. CAMS is used by RACR, all Crime Analysts and Crime Analysis Detail personnel Department-wide to generate reports, maps, stats, and data for real-time crime analysis. CAMS Data sources include Crime, Arrest, Calls for Service (CFS), Traffic Collisions (T/C's), Release From Custody (RFC's) & Recovered Vehicles.

## **County Warrant System (CWS)**

The Countywide Warrant System (CWS) was designed to provide accurate warrant information to justice agencies in a timely and effective fashion. The system contains 1.4 million warrants.

## **Consolidated Criminal History Reporting System (CCHRS)**

CCHRS is a County of Los Angeles System. Criminal records are consolidated for users.

## **Los Angeles Department of Transportation (LADOT)**

LADOT leads transportation planning, design, construction, maintenance and operations in the City of Los Angeles. In order to accomplish its goal they require timely and accurate collision data. Currently they primarily rely on data from Statewide Integrated Traffic Records System (SWITRS) but due to the backlog at SWITRS, the data is frequently outdated. LADOT also uses data provided by the Department, however the data captured by the Department is incomplete and does not contain many fields that are valuable to the LADOT.

## **Statewide Integrated Traffic Records System (SWITRS)**

The Statewide Integrated Traffic Records System (SWITRS) was implemented in 1972 to establish uniformity in the collection, reporting, and retrieval of traffic collision data. Vehicle Code (VC) Section 20008 requires that all law enforcement agencies forward to the California Highway Patrol, a copy of every traffic collision report involving injury or death. Although there is no legal requirement to submit Property Damage Only reports, the Los Angeles Police Department does so.

The CHP requires that copies of reports be mailed to them within ten (10) days of the date of the collision. If, due to unusual circumstances, the report will not be available within 10 days it may be retained at the local level for fifteen (15) days. A preliminary copy of the report must be submitted by the 15 day limit if the full report is not complete.

Reports are mailed to California Highway Patrol Information Management Division Support Services Section Production Controls Unit P. O. Box 942898 Sacramento, CA 94298-0001.

Please refer to the California Highway Patrol Collision Investigation Manual (HPM 110.5) for complete SWITRS transmittal guidelines.

### **Comprehensive Automated Permit System (CAPERS)**

The permit system is designed to track employees and its outside employment. It is used to regulate hours worked outside the Department and check for any conflict of interests in the outside work they perform. Officer data is paired with the outside employer information.

### **Restricted Duty Information System (RDIS)**

LAPD system used to track sick and Injured-On-Duty (IOD) instances, including medical information and employee medical work status (off, restricted duty, etc). This system maintains the status of an LAPD employee as he/she moves through the medical process. This includes physician information as well as investigator notes.

### **Deployment Personnel System (DPS)**

Deployment planning and timekeeping system also used to define LAPD organizational hierarchy, identification of organization supervisors, tracking of employee loans between organization, etc.

### **Automated Personal Records Information System (APRIS)**

Automated Personal Records Information System (APRIS) is a repository working in conjunction with the LAPD's Documentum records storage and management system. APRIS allows for hardcopy records to be digitized, stored and retrieved in electronic format. Currently we have all items converted to TIFF format which has been certified by the courts. EMC and Wave Technology are the Vendors for Documentum and subsequently the APRIS.

### **Department Commendations System (DECS)**

Department Employee Commendation System - Stores all Major and Minor commendations for Department Personnel. The application also creates a few reports.

### **CAL-GANG**

CAL-GANG is a cooperative automation project between California Department of Justice (DOJ), Bureau of Investigation, Division of Criminal Justice Information

Services, Hawkins Data Center, local law enforcement agencies and ORION Scientific Systems to electronically share information on criminal street gangs and gang members via a statewide automated Intranet.

<http://www.lawofficer.com/articles/2010/11/cal-gang-system.html>

### **CAL-photo**

The project, called CAL-photo, began with the state's law enforcement agencies seeking to capture and share intelligence, including photos. A collaborative effort between the California Department of Justice and the DMV has opened up that cache of 32 million images to the state's law enforcement agencies, providing almost instant access to images.

<http://www.govtech.com/e-government/access-granted.html>

### **Mental Evaluation Unit (MEU) Contact System**

MEU Contacts is a .NET tracking system with the LAPD's Incident Tracking Platform. MEU Contacts is a data input system relying on information from Patrol when they encounter an individual who suffers from mental illness. The officers gather the information in the field and call the MEU triage desk who input the subject information into the MEU data base. There are approximately 103 authorized users who can input information into the MEU data base. There is an existing interface with the DMV that returns the photo and metadata associated to a specific Drivers License number. Most of the time the subject information is Health Insurance Portability and Accountability Act (HIPAA) protected so it would be difficult to share this information with any other system.

### **Los Angeles Tax (LATAx)**

The Office of Finance uses LATAx to collect, process and track business tax and permit fee revenue. LATAx also has web-based, public-facing, self-service applications that facilitate bill payment, business tax registration compliance and permit requests.

### **Cold Hit Outcome Project (CHOP)**

The Cold Hit Outcome Project (CHOP), allows California to track individual cases from a "cold hit" on DOJ's DNA databank to the final outcome of an investigation and prosecution by local law enforcement. CHOP was intended to be an electronic database that would allow DOJ to target specific needs that would allow local prosecutors and law enforcement agencies to more successfully prosecute cold hit DNA cases.

[https://washingtonwatch.com/bills/show/ED\\_49454.html](https://washingtonwatch.com/bills/show/ED_49454.html)

### **California Pawn and Secondhand Dealer System (CAPSS)**

The California Department of Justice (DOJ) implemented the California Pawn and Secondhand Dealer System (CAPSS) in December 2014. CAPSS provides pawn and secondhand dealers with vastly improved user capabilities, such as an auto-registration component, multiple property transaction bulk upload capability,

and an advanced licensing application for law enforcement that will streamline the licensing process.

<https://oag.ca.gov/secondhand/capss>

### **Medallion**

LAPD system for tracking and approving Permits.

### **Electronic Suspected Child Abuse Report System (eSCARS)**

E-SCARS is a web-based system developed by Department of Children and Family Services (DCFS) Business and Information Systems Division, as part of a joint effort by three county departments: DCFS, the District Attorney (DA) and the Sheriff's Department. E-SCARS allows rapid and secure electronic transmission and receipt of Suspected Child Abuse Reports (SCARs) between DCFS, the District Attorney, the Sheriff's Department and other independent law enforcement agencies (LEA) within Los Angeles County. It facilitates compliance with the Child Abuse and Neglect Reporting Act (P.C. 11164), which requires: 1) DCFS and law enforcement to mutually cross-report allegations of suspected child abuse and/or severe neglect; and 2) the DA to audit cross-reporting compliance between DCFS and the law enforcement agencies in the county. E-SCARS will facilitate a timely response to sensitive cases, consolidate reports from multiple mandated-reporters, provide case-tracking capability, expedite criminal investigation, and enhance prosecution.

<http://dcfs.co.la.ca.us/Policy/FYI/2009/FYI0918Escars.doc>

### **Child Abuse Central Index (CACI)**

The California Attorney General administers the Child Abuse Central Index (CACI), which was created by the Legislature in 1965 as a tool for state and local agencies to help protect the health and safety of California's children. Each year, child abuse investigations are reported to the CACI. These reports pertain to investigations of alleged physical abuse, sexual abuse, mental/emotional abuse, and/or severe neglect of a child. The reports are submitted by county welfare and probation departments. The information in the Index is available to aid law enforcement investigations, prosecutions, and to provide notification of new child abuse investigation reports involving the same suspects and/or victims.

Information also is provided to designated social welfare agencies to help screen applicants for licensing or employment in child care facilities and foster homes, and to aid in background checks for other possible child placements, and adoptions. Dissemination of CACI information is restricted and controlled by the Penal Code. Information on file in the Child Abuse Central Index include:

- Names and personal descriptors of the suspects and victims listed on reports;
- Reporting agency that investigated the incident;
- The name and/or number assigned to the case by the investigating agency;
- Type(s) of abuse investigated; and
- The findings of the investigation for the incident are substantiated.

Each reporting agency is required by law to forward to the DOJ a report of every child abuse incident it investigates, unless the incident is determined to be unfounded or general neglect. Each reporting agency is responsible for the accuracy, completeness and retention of the original reports. The CACI serves as a “pointer” back to the original submitting agency.

<https://oag.ca.gov/childabuse>

### **SmartJustice**

Smart Justice, a web based application hosted by the State of California Department of Justice, was launched in 2013 to address the issues surrounding the implementation of Assembly Bill 109 (AB109) which transferred "low-risk" offenders to regional county jails for eventual early release under a new Supervised Release classification,

Post-Release Community Supervision (PRCS).

Smart Justice provides regional law enforcement agencies with a single system that provides data on an individual from the following systems.

- Automated Criminal History System (ACHS)
- California Restraining and Protective Order System (CARPOS)
- California Sex & Arson Registry) CSAR
- Wanted Persons System (WPS)
- Supervised Release File (SRF)
- Parole Law Enforcement Automated Data System (LEADS)

### **Laboratory Information Management System (LIMS)**

The Laboratory Information Management System (LIMS) is a commercial software solution provided by JusticeTrax that is used to manage work performed by the LAPD Scientific Investigation Division (SID) including:

- Field Investigations
- Firearms Analysis
- Hazardous Chemicals
- Narcotics Analysis
- Questioned Documents
- Serology/DNA
- Toxicology Analysis
- Trace Analysis

There is currently an interface between the LIMS and the Automated Property Information Management System (APIMS) that supports requests between the two systems and maintains the chain of custody of items as they transition between the property room(s) and the laboratory. LIMS handles an average of 100 new cases per day and each case contains an average of items four (4) items.

### **Digital Information Management System (DIMS)**

The Digital Information Management System (DIMS) is a standalone, commercial system provided by Linear Systems used to store and manage crime scene photos.

### **Lafayette Polygraph Software System**

The SID Polygraph Unit uses the Lafayette Polygraph Software System (LXSoftware V11.1) on a standalone system that consists of a PC and software, Data Acquisition Subsystem (DAS), sensors, and printers. The system is used to:

- Create and open polygraph files (PFs)
- Enter and store biographical and exam information
- Create and edit question templates
- Record physiological data
- Print reports

All polygraph data is saved to local storage and then moved to an internal Polygraph LAN server (a subnet of the City's LAN) once a month. Instruments are calibrated twice a year.

### **3.15 Data Conversion From Existing Systems**

The LAPD currently maintains a number of large enterprise and small stand-alone systems that aid in the collection, storage and analysis of information (see RFP **Section 1.8.1 Major Information Systems**) and assumes that the RMS project will replace several of these over time. The LAPD expects this information to be available to users of the new system and that the Contractor will provide expertise and insight as to how best to manage, convert and/or otherwise access this legacy information through the new system.

*Note: As part of its initial response, the Contractor will be required to provide a response and pricing for the conversion of data from three primary source systems: CCAD, ICARS and APIMS. The Contractor will not be required to provide pricing for the remaining systems as part of the initial response, but will be asked to provide a response and pricing as part of the final Round 2 Competitive Range submissions.*

### 3.15.1 General Data Conversion Requirements

**3.15.1.1 Requirement:** *The Contractor is required to provide a mechanism for converting data from existing legacy systems that contain vital historical information and making that information available to RMS users. These records may be in a variety of formats such as relational database, flat file, image files and PDF documents.*

**Response:** The Contractor should describe what the LAPD can expect in terms of data conversion and provide examples of how the Contractor has successfully addressed similar data conversion issues in other similar systems. The Contractor should describe what the most common types of data that is converted to the RMS and what alternatives there are for accessing legacy data that may not be converted into the new RMS.

**3.15.1.2 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the identification and analysis of existing information sources and provide recommendations for its conversion and/or other means of accessing. The Contractor may also be required to provide the resources to implement the recommendation, depending on the solution.*

**Response:** The Contractor should describe its approach, tools and process for data conversion from legacy systems. The Contractor should describe the typical roles and responsibilities and what would be expected from the LAPD in terms of resources to support data conversion efforts.

### 3.15.2 CCAD

The Consolidated Crime Analysis Database (CCAD) is a system that resides on the City's mainframe environment. It consists of COBOL code and a DB2 database, but the front-end of the system is primarily provided by NECS (see **RFP Section 1.8.1.2**). CCAD was originally installed in or around 2000 and is used Department-wide to input data regarding crimes and arrests along with non-crimes, such as impounds and collisions. CCAD is integrated with the Department's Detective Case Tracking System (DCTS), as it shares and stores data from that application. CCAD is primarily a repository of all the above data to facilitate case tracking, the Crime Analysis Mapping System, management reports, and statistical reports to the Department, State and Federal entities. Additionally, CCAD is the data that is presented to the citizens in the City's Open Data initiative.

**3.15.2.1 Requirement:** *The Contractor is required to convert or otherwise migrate or provide access to historical records that reside within the Consolidated Crime Analysis Database (CCAD).*

**Response:** The Contractor should describe its approach, tools and process for data conversion for this system. The Contractor should describe the process by which the data conversion will be designed, documented, executed and tested. The Contractor should describe the role of the LAPD and what resources it should expect to provide in order to support the conversion.

### 3.15.3 ICARS

The Integrated Crime and Arrest Records System (ICARS) is a customized document image repository based on EMC's Documentum that is used to scan and index all paper-based crime and arrest records. ICARS is not directly integrated with NECS/CCAD, but documents are connected to these records through the entry of minimal document metadata. ICARS allows for hardcopy records to be digitized, stored and retrieved in TIFF format that has been certified by the courts. ICARS currently contains approximately 45.7 million document images. The Records and Identification Division are the primary users entering data into ICARS and Detectives are the primary users accessing information stored in the system.

**3.15.3.1 Requirement:** *The Contractor is required to convert or otherwise migrate or provide access to historical records that reside within the Integrated Crime and Arrest Records System (ICARS).*

**Response:** The Contractor should describe its approach, tools and process for data conversion for this system. The Contractor should describe the process by which the data conversion will be designed, documented, executed and tested. The Contractor should describe the role of the LAPD and what resources it should expect to provide in order to support the conversion.

### 3.15.4 APIMS

The Automated Property Information Management System (APIMS) is a DB2-based system running on an IBM 390 Mainframe in a CICS region. The system is written using IBM's VisualAge Generator, which produces COBOL load modules. APIMS is used to manage property and evidence records for the LAPD. There are currently more than 12 million active property record items and approximately 241 million inactive records. In the current system, each record requires approximately 1MB of storage.

**3.15.4.1 Requirement:** *The Contractor is required to convert or otherwise migrate or provide access to historical records that reside within the Automated Property Information Management System (APIMS).*

**Response:** The Contractor should describe its approach, tools and process for data conversion for this system. The Contractor should describe the process by



which the data conversion will be designed, documented, executed and tested. The Contractor should describe the role of the LAPD and what resources it should expect to provide in order to support the conversion.

## 4.0 SECTION 4: PROFESSIONAL SERVICES

In this section the Contractor shall describe its response to the System Implementation and Professional Services requirements.

### 4.1 Key Personnel and Project Team

**4.1.1 Requirement:** *The Contractor is required to provide a team of qualified professionals with the required skills and experience necessary to deliver the entire solution.*

**Response:** The Contractor should describe the project team. The Contractor should identify each of the key project team members, the specific roles and responsibilities of each team member and a brief description of their background and qualifications, specifically their experience implementing RMS systems. The Contractor should describe how personnel changes could be made if needed.

**4.1.2 Requirement:** *The Contractor is required to provide a full time professional Project Manager who will be the LAPD's single point of contact for the duration of the project. The Project Manager must have full authority to administer the contract for the project, such as installation, acceptance testing, training, and any software support on behalf of the Contractor.*

**Response:** The Contractor should describe the project manager's experience with implementing the proposed RMS system. The Contractor should describe the authority of the Project Manager to make key decisions and represent the Contractor's position. The Contractor should describe how changes to the project manager, either by the Contractor or by LAPD, will be handled.

*Note: The LAPD reserves the right to verify each such person's experience and/or education. The LAPD reserves the right to approve any changes in personnel assigned by the selected Contractor to the contract, which includes any subcontractors. The LAPD reserves the right to request a change in key project staff, such as the project manager, if the LAPD feels that the staff member is not able to fully perform in their position. The LAPD will also require that the selected Contractor's staff and/or subcontractors working on the RMS contract undergo a background investigation check conducted by the LAPD.*

**4.1.3 Requirement:** *The Contractor is required to provide the LAPD with clear written expectations for the resource commitments that the Contractor expects the LAPD to provide during system implementation. The Contractor is required to provide the LAPD with a project staffing plan that describes the type of resource, minimum qualifications and estimated time commitment needed for each LAPD resource that is expected during implementation.*

**Response:** The Contractor should describe the resources the LAPD is expected to provide and for what durations throughout the project.

## **4.2 Project Management**

**4.2.1 Requirement:** *The Contractor is required to use a project management methodology that has been proven to result in a successful implementation of the proposed solution. The proposed project management methodology must provide adequate project controls for managing scope, schedule, budget and quality. At a minimum the project management methodology must address the following:*

- Project governance, including roles and responsibilities of project participants, including LAPD team members; decision making; and escalation process
- Scope management, including requirements scope, traceability and compliance
- Cost management and control
- Schedule management, including project schedule updated at least monthly
- Communications management, including project status reporting and stakeholder communications
- Quality management
- Risks and issues management, including reporting and updating of risks and issues at least weekly
- Work plan and schedule
- System implementation plan, including methodology that describes key phases (e.g. design, validation, test, etc.)

**Response:** The Contractor should describe its project management methodology and specifically, how the methodology has been successfully used to implement the proposed system previously. The Contractor should describe key project management activities and artifacts.

### 4.3 Detailed Statement of Work

**4.3.1 Requirement:** *The Contractor is required to provide a detailed statement of work that is acceptable to the LAPD as part of the final evaluation period and prior to contract award.*

**Response:** The Contractor should describe how they would work with the LAPD to develop a detailed statement of work, including an estimate of the time and LAPD resources that would be required to develop and approve the statement of work. The Contractor should describe the process by which the system requirements will be validated and incorporated into the statement of work. The Contractor should provide a sample statement of work.

*Note: The Contractor is NOT required to provide a detailed statement of work with its initial response. However, Contractor's that participate in Round 3 of the evaluation will be expected to provide an acceptable, detailed statement of work as part of that round. In responding to this requirement as part of the Contractor's initial response, Contractor is expected to describe the process by which the statement of work will be delivered.*

### 4.4 Phased Incremental Implementation Approach

The LAPD prefers a phased, incremental approach to system deployment as a way to manage risk and demonstrate progress through working software. The LAPD expects that various components and/or system capabilities will be implemented over time. The LAPD expects the Contractor to work with the LAPD to identify the best order in which functional areas will be implemented based on LAPD priorities at the time of implementation and the Contractor's experience with a phased implementation.

**4.4.1 Requirement:** *The Contractor is required to provide for a phased implementation of system functionality over time and work with the LAPD to determine the best order in which functionality should be deployed.*

**Response:** The Contractor should describe how they would achieve a phased implementation approach. The Contractor should describe its experience with implementing parts of the whole system functionality over time and the risks and benefits to this type of approach. The Contractor should describe how a phased approach might affect system sizing, licensing, etc. as the number of users increase over time as new system capabilities are brought into production. The Contractor should describe any cost or schedule implications that may result from a phased implementation approach.

## 4.5 Modernization Program Alignment

**4.5.1 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of other related LAPD Technology Modernization Program initiatives, as described in the RFP Section 1.2.2 and its subsections, and provide recommendations as to how the RMS would interface with and/or be dependent on these other initiatives.*

**Response:** The Contractor should describe generally how they will work with the LAPD to assess the related Technology Modernization Initiatives and assist in the determination of how these initiatives relate to the overall RMS rollout, more specifically, in determining which projects might have a dependency on RMS and/or RMS having a dependency on those projects. The Contractor should provide examples of where it has experience with similar related programs or technologies.

**4.5.2 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of the relationship and impact of the RMS to the Consolidated reporting and data warehouse initiative described in the RFP Section 1.2.2.1.*

**Response:** The Contractor should describe generally how this initiative might impact the RMS project and rollout. The Contractor should describe any potential dependencies and, where possible, identify timeframes by which certain key decisions would have to be made in order to properly design and implement the RMS.

**4.5.3 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of the relationship and impact of the RMS to the “Establish Consolidated Archival Capability” initiative described in the RFP Section 1.2.2.2.*

**Response:** The Contractor should describe generally how this initiative might impact the RMS project and rollout. The Contractor should describe any potential dependencies and, where possible, identify timeframes by which certain key decisions would have to be made in order to properly design and implement the RMS.

**4.5.4 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of the relationship and impact of the RMS to the “Solidify Data Integration” initiative described in the RFP Section 1.2.2.3.*

**Response:** The Contractor should describe generally how this initiative might impact the RMS project and rollout. The Contractor should describe any potential dependencies and, where possible, identify timeframes by which certain key decisions would have to be made in order to properly design and implement the RMS.

- 4.5.5 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of the relationship and impact of the RMS to the “Extend Access Control Mechanism” initiative described in the RFP Section 1.2.2.4.*

**Response:** The Contractor should describe generally how this initiative might impact the RMS project and rollout. The Contractor should describe any potential dependencies and, where possible, identify timeframes by which certain key decisions would have to be made in order to properly design and implement the RMS.

- 4.5.6 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of the relationship and impact of the RMS to the “Develop Master Event Management” initiative described in the RFP Section 1.2.2.5.*

**Response:** The Contractor should describe generally how this initiative might impact the RMS project and rollout. The Contractor should describe any potential dependencies and, where possible, identify timeframes by which certain key decisions would have to be made in order to properly design and implement the RMS.

- 4.5.7 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of the relationship and impact of the RMS to the “Implement Consolidated Message Switch” initiative described in the RFP Section 1.2.2.6.*

**Response:** The Contractor should describe generally how this initiative might impact the RMS project and rollout. The Contractor should describe any potential dependencies and, where possible, identify timeframes by which certain key decisions would have to be made in order to properly design and implement the RMS.

- 4.5.8 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of the relationship and impact of the RMS to the*

*“Implement Shared Portal Capability” initiative described in the RFP Section 1.2.2.7.*

**Response:** The Contractor should describe generally how this initiative might impact the RMS project and rollout. The Contractor should describe any potential dependencies and, where possible, identify timeframes by which certain key decisions would have to be made in order to properly design and implement the RMS.

## **4.6 In-Progress Projects**

**4.6.1 Requirement:** *The Contractor is required to provide expert technical resources that can assist in the analysis of existing projects and provide recommendations as to whether or not the LAPD would be best served by including this functionality within the scope of the RMS or keeping it separate and integrating to the RMS.*

**Response:** The Contractor should describe how they will work with the LAPD to assess in-progress projects and assist in the determination of how these projects might fit into the overall RMS rollout, more specifically, in determining which projects might be replaced by RMS and which would be interfaced to RMS. The Contractor should provide examples of where it has experience with similar issues concerning in-progress projects.

### **Case Management (PAC-MAN)**

PACMAN (Palantir Case Management) is the new case management system that will replace the Detective Case Tracking System (DCTS), which is the legacy system hosted on the mainframe. PACMAN will deliver all the current administrative functionality of DCTS, such as providing a chronology of activities by investigators and case status. PACMAN will also integrate with the Department’s Palantir instance to provide data analytics and reports in support of investigative workups.

### **Traffic Citations**

The Electronic Traffic Citations (e-Citations) project is shifting away from the ways of issuing citations on a piece of paper to automating the ticket issuing and processing system. The E-Citation will increase productivity, accuracy and efficiency of the officer in the field. The Los Angeles Police Department recently started looking into vendors for an E-Citation solution and is considering beginning a pilot program of one or more potential solutions.

### **Electronic Field Interviews**

This project is to develop a mobile application with a corresponding web dashboard for the collection, approval and archiving of field interviews (FI). The

project is intended to modernize the Department's current FI collection practices and enhance the officers' workflow. In its current stage of development, the proposed e-FI has updated traditional paper FIs to include contemporary fields such as email addresses, supervised release information, and other pertinent data. Using dedicated smartphones, patrol and/or gang officers will utilize the e-FI system to document public contacts, detentions, and arrests. The e-FI will also feature the ability to scan driver license information using optical character recognition (OCR) technology, capture photographs of persons, tattoos and vehicles (for gang officers), and auto-populate relevant fields for multiple subject encounters. The first early field deployment is scheduled for a fall soft launch.

### **Community Online Reporting System (CORS) Report Distribution System (RDS)**

Community Online Reporting System (CORS) is a web-based application that resides on servers in the City's Data Center. CORS is a vendor driven web application that funnels data through a workflow and back to ICARS. It relies on a 3-stage approval process. The initial stage allows for first level sworn officers to review the complaints. They will determine if the detail warrants additional data or if it can be passed forward for the next stage. The second stage is a review process that allows Watch Commanders to review details filed by the Community Member for Lost Property, Harassing Phone Calls, and Vandalism. The third and final stage then allows Records staff to "push" the data to ICARS. This process automates the reporting of non-violent crimes where suspects are unknown and relieves the need for calls to be handled in person, while still allowing human judgment to determine whether further action is required. LexisNexis is providing a solution from CopLogic and is currently on schedule for a late fall soft launch.

Reports Distribution System (RDS) is a web-based application that resides on servers in the City's Data Center. RDS is a vendor-driven application that funnels data through a process to allow Community Members and Insurance Companies to retrieve its Traffic Collision Reports. The process automates the lookup and delivery of the reports and relieves that manual labor required. LexisNexis is the Vendor implementing the solution and is currently on schedule for an early fall soft launch.

### **Body-Worn Cameras**

The Department is in the process of deploying a Body Worn Video (BWV) system. The selected system consists of Axon cameras made by Taser and utilizing the Evidence.Com platform for video storage and retrieval. Currently there are approximately 30 field officers using a Taser Axon body camera. These 30 officers are part of an on-going, extended Proof of Concept. The Department is in the process of deploying approximately 800 body worn cameras across 3 Divisions. At present, all recorded video will be stored in the Evidence.Com platform, which will be accessible from all Department workstations. An additional 6200 cameras will be deployed over the next 12 to 18 months.



## **In-Car Video**

The Digital In-Car Video System (DICVS) is a video collection platform. The system consists of vehicle mounted cameras and microphones that are recorded digitally. The digital files are moved from the vehicle via wireless, wired or cradle transport. Once moved, the files are stored within the Department's DICVS data storage network. This consists of multiple SAN's and a long term, archived tape library. DICVS is currently deployed within South and Central Bureau's. The Department is in the process of building out DICVS in West Bureau with Valley Bureau to follow. The vendor is currently Raytheon Corporation with Coban Technologies supplying the in-car hardware. In total, approximately 650 vehicles are currently equipped with DICVS. By the end of the West and Valley Bureau deployments approximately 1,500 vehicles will be equipped.

### **4.7 Testing**

**4.7.1 Requirement:** *The Contractor is required to plan and execute all required system testing including system integration, regression, readiness, user acceptance and formal system acceptance testing.*

**Response:** The Contractor should describe its overall approach to system testing including the types of tests performed and how each test type is conducted, documented and verified. The Contractor should describe its testing methodology and any tools used to automate testing.

The Contractor should describe the sequencing of different types of tests (e.g., unit, integration, regression, etc.) and how test results are recorded and measured. The Contractor should describe how user acceptance and final acceptance testing is conducted and documented. This includes how system functionality (as-described in the Contractor's RFP response) and resulting Statement of Work is validated, verified and accepted by the LAPD. The Contractor should describe the role of the LAPD during each phase of testing and its expected level of participation.

### **4.8 System Software Change Control and Management**

**4.8.1 Requirement:** *The Contractor is required to provide a change management and control process to address the need for changes that may be required to the proposed solution during system implementation.*

**Response:** The Contractor should describe the change management process including how changes are managed in a consistent and predictable manner. The Contractor should describe how change requests are identified, defined, documented and approved before changes are made. The contractor should explain how changes are estimated for scope, schedule and cost impact and describe any differences in the change management process between routine

ongoing changes to configurations and changes that may require the development of new software.

**4.8.2 Requirement:** *The Contractor is required to provide a change control process to ensure that changes are fully tested, documented and accepted before they are implemented into a production environment.*

**Response:** The Contractor should describe the change control process including how changes are managed in a consistent and predictable manner. The Contractor should describe how the change control process is designed to protect in-production configurations and functionality and how and when regression testing is done. The Contractor should describe expected Contractor and LAPD roles and responsibilities as part of the change control process.

#### **4.9 Organizational Change Management**

The LAPD expects to benefit from adopting a commercial-off-the-shelf software solution that has been successfully implemented at other law enforcement agencies. The LAPD expects to benefit from the collective experience and knowledge of the Contractor and its installed client base.

The LAPD recognizes that this approach may require changes to existing operational procedures or processes and is willing to make those changes, assuming the proposed approach can be shown to improve the operation's overall speed, quality and/or accuracy. The LAPD also recognizes that certain operational needs may require some level of system enhancement or customization, although the LAPD expects these to be kept to a minimum and requires a way in which to predict and budget for these modifications.

**4.9.1 Requirement:** *The Contractor is required to assist the LAPD with the development of a Change Management Plan by providing subject matter expertise and the experience of other implementations.*

**Response:** The Contractor should describe how they plan to assist the LAPD with managing the operations / business changes that will be associated with the RMS implementation. The Contractor should describe what they would expect its role to be in the change management process. The Contractor should describe the key areas where change management will be most critical to project success and how the Contractor will work with the LAPD to address those areas.

## 4.10 Documentation

**4.10.1 Requirement:** *The Contractor is required to provide all system administration and management documentation that is sufficient to properly operate and maintain the system.*

**Response:** The Contractor should describe the type and level of system documentation provided. The Contractor should describe how the system, as built, is documented so that the LAPD can perform any required maintenance and/or administration activities for which they are responsible. The Contractor should provide examples of system management and describe how system management documents are maintained and by whom.

**4.10.2 Requirement:** *The Contractor is required to provide data management documentation that is sufficient to properly maintain system data elements and develop required interfaces and integrations to other systems.*

**Response:** The Contractor should describe the type and level of data management documentation provided. The Contractor should provide examples of data management documentation and should describe the format and how the documentation is maintained and by whom.

**4.10.3 Requirement:** *The Contractor is required to provide end-user system documentation that is sufficient to properly describe system functions to an end user.*

**Response:** The Contractor should describe the type and level of end-user documentation provided. The Contractor should provide examples of end-user documentation and should describe the format and how the documentation is maintained and by whom.

## 4.11 Training

**4.11.1 Requirement:** *The Contractor is required to train LAPD staff on all aspects of the system use and operation using experienced professional trainers and a proven training approach and curriculum.*

**Response:** The Contractor should describe its recommended training approach for an organization the size of LAPD. The Contractor should describe the type and level of training commonly provided and the expected course length and frequency of training for each type of system user. The Contractor should provide samples of training plans and materials and describe how those materials are developed and maintained over time.

*Note: For the purpose of pricing, the Contractor will be required to provide pricing for the proposed training plan / level. Unless specifically proposed by the Contractor, the LAPD does not expect that the Contractor will provide training for all LAPD end-users.*

**4.11.2 Requirement:** *The Contractor is required to co-develop a training plan that utilizes LAPD staff to provide the majority of training to end-users.*

**Response:** The Contractor should describe how it would work with the LAPD to develop a training plan that does not require the Contractor to provide all required end-user training, but instead trains key LAPD staff users to provide the training to end-users. The Contractor should describe the proposed initial training and ongoing training support provided. The Contractor should provide specific examples of where this training approach has been successfully used for large departments.

**4.11.3 Requirement:** *The Contractor is required to provide training tools and/or system capabilities that reduce the need for formal classroom training and enhance the novice user experience and general user adoption. These may include, but are not limited to; in-system tutorials or user guides, online training, and manuals.*

**Response:** The Contractor should describe training tools and/or other system capabilities that assist in both the initial training and maintaining proficiency of users after initial training is complete.

**4.11.4 Requirement:** *The Contractor is required to provide a training plan that accounts for user refresher training and/or retraining that may be required due to any time that may lapse between a user's initial training and its actual use of the system in production.*

**Response:** The Contractor should describe how training is provided in a timely manner and how the training approach ensures that users are able to retain knowledge between the time they are trained and the time the system is implemented.

**4.11.5 Requirement:** *The Contractor is required to provide a training plan that accounts for on-site, end-user support during cut-over or transition to new functionality, which may occur at different times depending on different operational areas.*

**Response:** The Contractor should describe the level and type of support provided during cut-over to live operations.

**4.11.6 Requirement:** *The Contractor is required to provide a training system that allows users to simulate live operations for all system functionality without interruption or degradation of the live/production system.*

**Response:** The Contractor should describe the training system environment and any limitations in its use or functionality. The Contractor should describe how the training system simulates the production environment and how/where the training system can be accessed.

## **4.12 System Use and Licensing**

**4.12.1 Requirement:** *The Contractor is required to provide a licensing model that is predictable, understandable and easy to manage as user adoption increases over time.*

**Response:** The Contractor should describe the licensing model and how the system is licensed. If applicable to licensing, the Contractor should describe how user counts are determined and managed.

**4.12.2 Requirement:** *The Contractor is required to provide a licensing model that allows for incremental use and growth in the number of users and system capabilities over time.*

**Response:** The Contractor should describe how licenses are managed as the system grows and the number of users increases over time.

*Note: For the purpose of initial pricing, the Contractor will be required to provide licensing cost estimates for the fully implemented solution as described in the Contractors proposal.*

## 4.13 Warranty

**4.13.1 Requirement:** *The Contractor is required to fully warrant all provided software, hardware, and professional services for no less than twelve (12) months following the LAPD's Final System Acceptance. The Warranty period must include, but is not limited to: all required system hardware and application software support; software updates and bug fixes, enhancements, bug fixes and all required professional services. The Contractors warranty must conform to all agreed upon specifications, protect against any defects or damage caused by the Contractor and/or its hardware, software or services, sub-contractors or providers.*

**Response:** The Contractor should describe the system warranty and warranty period, specifically how system acceptance is determined and how / when the warranty period begins.

## 4.14 Support and Ongoing Maintenance

**4.14.1 Requirement:** *The Contractor is required to provide a support model that clearly delineates the specific roles and responsibilities of the Contractor and of the LAPD. At a minimum, the support agreement must include: clear severity level definitions; guaranteed response times for each severity level; clear contact and escalation procedures; reporting requirements and procedures and the role of the LAPD help desk.*

**Response:** The Contractor is required to describe the proposed support model, specifically how the Contractor will support the ongoing operation of the system software in production. The Contractor should describe the trouble identification and reporting process and how issues are tracked from report to resolution. The Contractor should describe the specific roles, responsibilities and skills required of the LAPD and the expected level of interaction between the LAPD and the Contractor for support issues. The Contractor should describe its proposed Service Level Agreement (SLA) metrics and how SLA's are measured and reported. The Contractor should describe how problem resolution and root cause are documented by the Contractor and validated by the LAPD.

**4.14.2 Requirement:** *The Contractor is required to provide a support model that includes a mechanism for planning for and controlling costs related to necessary future system enhancements, upgrades or changes that may be required due to changing operational conditions.*

**Response:** The Contractor should describe how the LAPD can plan for changes to the system that may be required after implementation. The Contractor should describe how new system capabilities or enhancements can be provided as part of the support agreement.

## 5.0 SECTION 5: OPTIONAL APPENDICIES

In this section, Contractor should include all other appendices and additional materials or information. Each appendix should be clearly marked with a reference as to which section of the proposal they belong.

## 6.0 SECTION 6: COST PROPOSAL

In this section the Contractor shall describe the cost to implement the proposed solution. Pricing will be submitted in two rounds. The first round, submitted with the Contractors initial response, will be used to establish a baseline initial cost and as part of the Round 1 competitive range scoring. The second round, submitted with the Contractors revised proposal at the end of Round 2 demonstration period, will be used to establish the total solution cost as part of Round 2 competitive range scoring. Both rounds will use the same Cost Proposal template as provided in Appendix C.

**Fixed Price** Contractor must offer a firm fixed price for all of the solution components being proposed including hardware, if provided by the Contractor as part of its solution, software and professional services;

**No Hidden Costs** Contractor cost must include all costs required to deliver the entire solution as proposed. All options must also be clearly identified as options and priced separately. Contractor MUST include an affirmative statement in its cost proposal which represents that all costs related to the delivery of the Services required to satisfy the requirements of this RFP have been included and are clearly disclosed and that no additional fees or charges will be incurred by the LAPD other than those described in the Cost Proposal.

**Line Items** All costs must be listed separately, clearly identified and un-bundled. Proposals that do not detail the composition of specific costs or that summarize cost without sufficient detail may be considered un-responsive.

**Errors or Omissions** The Contractor is responsible for any errors or omissions from the Cost Proposal. Should the Contractor fail to include in the Cost or to deliver to the LAPD any component necessary to complete the entire solution as proposed, the Contractor is required to provide same at Contractor's own expense.

Contractor must complete the spreadsheet provided as Appendix C: Cost Proposal. Contractor must complete the spreadsheet (Excel) without modifying the format or tabs. The Cost Proposal Worksheet must be returned in Excel format and not converted to another format or modified in any other manner. Modification of the workbook format may result in the rejection of the entire proposal.

The Cost Proposal Worksheet includes the following sections:

## 6.1 Software

In this section, the Contractor will provide line item detail for all software items required. This section must also include all costs for customization, including interfaces or any other custom development that is required to meet the requirements of this RFP.

This section must fully represent total cost of ownership, including one-time acquisition cost plus ongoing annual maintenance or service cost, per year, for a minimum of five (5) years. This section is made up of the following five tables:

**Table A: RMS System Software** In this table, the Contractor will provide line item detail for all required RMS application software for which the Contractor is the primary developer and/or licensor. This includes both server and end-user device software (e.g. workstation, mobile computer, handheld, smartphone, etc.)

**Table B: Third-Party / System Software** In this table, the Contractor will provide line item detail for all required third-party software for which another company, other than the Contractor, is the primary developer and/or licensor, but which the Contractor provides and relies upon for its proposed solution. This includes server operating system, database, application servers, data or reporting tools and any other required software components.

**Table C: Interfaces** In this table, the Contractor will provide line item detail for each of the required system interfaces listed in Section 3.14 above. Contractor shall provide a firm, fixed price for each of these three required interfaces.

**Table D: Data Conversion** In this table, the Contractor will provide line item detail for each of the required data conversion efforts listed in Section 3.15 above. Contractor shall provide a firm, fixed price for each of these three required data conversion efforts.

**Table E: Software Customization / Custom Development** In this table, the Contractor will provide line item detail for any areas that require software customization or custom development. The Contractor must provide a reference to the specific requirement or functional area that requires custom development and a description of the customization effort.

## 6.2 Professional Services

In this section, the Contractor will provide line item detail for all professional services being provided by the Contractor in order to implement and fully support the proposed solution. At a minimum, the Contractor must provide pricing with



sufficient detail for all services being provided and described in Section 4: Professional Services of the Contractors response.

**6.3 Pricing Assumptions**

In this section, the Contractor will provide detail and/or further explanation of all pricing assumptions.

**6.4 Payment Schedule**

In this section, the Contractor will provide a proposed payment schedule. Contractors are encouraged to offer a payment schedule that is based on observable delivery of verifiable, production-ready software and/or key project milestones.

**6.5 Optional Costs**

In this section, the Contractor will provide line item detail for any options that the Contractor is proposing at additional cost. The Contractor should provide a reference to a specific requirement or section for each optional cost being proposed.

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**APPENDIX B**

**SYSTEM SOFTWARE CAPABILITIES RESPONSE**

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# **REQUEST FOR PROPOSALS**

## **RECORDS MANAGEMENT SYSTEM FOR THE LOS ANGELES POLICE DEPARTMENT RFP No. 15-567-004**

### **APPENDIX B**

#### **Software Capabilities Response Matrix**



**ISSUED BY:**

**LOS ANGELES POLICE DEPARTMENT**

**October 8, 2015**

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## 1.0 INSTRUCTIONS

This Appendix describes the system software functional requirements. The Contractor is required to complete this Appendix according to the instructions below and include it in **Section 2** of its response.

### 1.1 Reference Material

Available reference material for each functional area can either be found in Exhibit 13-16 or posted on the BAVN under 'Additional Documents'.

### 1.2 Contractor Response Ratings

The following table describes the response ratings that are to be used for each of the functional requirements listed in the tables below. The Contractor is expected to rate each response using these ratings and to provide a detailed narrative description of how the requirements will be met. Requirements where there is no rating provided (where the rating field is blank) will be scored as **N** and considered as though the Contractor cannot meet the requirement.

**Table 1 Response Rating**

Rating	Description
Y	<b>Yes</b> , the requirement can be met with existing functionality. Existing functionality means that this capability exists, is being used in-production elsewhere and can be demonstrated.
N	<b>No</b> , the requirement cannot be met.
T	<b>Third Party</b> , the requirement can be met with a third-party system or integration that the Contractor will provide.
C	<b>Customization or Modification</b> . The requirement will be met by making programmatic (software development) changes to existing software, developing new software and/or creating new integrations with third-party software.
U	<b>Unknown</b> . The Contractor does not understand the requirement sufficiently to rate it and requires additional information before a rating can be applied.

### 1.3 Actors

The following table provides definitions for the various user roles or "actors" that are referenced within the functional requirement descriptions:

Actor Table	
Actor	Definition
Analysts	The Analyst is an individual within LAPD, civilian and sworn, whose has responsibility for the creation of Reports for consumption by LAPD leadership, as well as conducting basic crime analysis to support follow-up investigations.
Authorized system user	Any internal or external personnel LAPD has granted access to the RMS and its data.
California Highway Patrol	California agency with responsibility for policing highways and compiling Collision Reporting statistics across the state.
Civilian Investigator	A Civilian Investigator is a general term for any non-sworn, civilian employee within LAPD, regardless of assigned unit, who investigates incidents and completes Reports associated with those incidents. Generally a civilian investigator would be assigned to investigate missing juvenile cases.
Commission Investigative Division (CID)	The CID is the organization responsible for approval, tracking, and renewal of the Licensing and Permitting that falls under the jurisdiction of LAPD.
Community Member	Any member of the community within the Los Angeles area.
Fugitive Warrants Detective	A Fugitive Warrants Detective is an Officer assigned to the Fugitive Warrants Division whose primary responsibility is the follow-up investigations associated with Fugitive Warrants within Los Angeles.
Detectives	A sworn employee with LAPD whose primary responsibility is to conduct follow-up investigations.
Detention Officer	A Detention Officer is a Los Angeles Police Civilian Officer who is stationed within the LAPD Jail system and whose primary responsibility is the Booking of Arrestees and guarding the Arrestees in custody, and arranging their transfer and release once discharged.
Fingerprint Expert	An employee within LAPD who is responsible for obtaining the fingerprints of Arrestees who have been booked in absentee.
Identification Control Officer	The Identification Control Officer is responsible for reviewing and approving all Booking Records to ensure the Arrestee has been positively identified, and all necessary information has been recorded.

<b>Actor Table</b>	
<b>Actor</b>	<b>Definition</b>
Incident Report Consumer	Any individual or organization that utilizes the information reported by LAPD within their Incident Reports.
LA City Attorney	The City Attorney's office writes every municipal law, advises the City Council, Mayor and all City departments and commissions, defends the City in litigation, brings lawsuits on behalf of the People and prosecutes misdemeanor crimes such as domestic violence, driving under the influence and vandalism.
LA District Attorney	The District Attorney's office prosecutes felony crimes throughout Los Angeles County.
Los Angeles County Sheriff's Department	The Sheriff's department is responsible for law enforcement throughout Los Angeles County as well as operating the County Jails. The Sheriff's department is also responsible for transporting Arrestees from the LA City Jails to the courthouses for their arrangement. Los Angeles Police Department maintains their own Jail system, but only houses Arrestees for up to 48 business hours. After their hearing, the Sheriff's Department maintains custody of the Arrestee in their own jail system.
Superior Court of California, County of Los Angeles	Superior Court of California, County of Los Angeles is a general term that describes any of the Los Angeles City or County Superior Court locations that typically handle cases that originate within the City of Los Angeles.
Los Angeles Department of Transportation	LADOT is responsible for planning, design, construction, and operations of transportation systems in the City of Los Angeles and partners with sister agencies to improve transportation service and infrastructure in the city and the region, and provide support for traffic education and enforcement.
Officer	An Officer is a general term for any sworn Police Officer within LAPD, regardless of assigned unit, who performs the initial investigation of incidents and completes Reports associated with those incidents.
Partner Agencies	Partner Agencies are any law enforcement agency LAPD may coordinate activities with; these could include Local, Regional, State, or Federal agencies.
Property Officer	A Civilian Officer within LAPD with the primary responsibility for the storage and tracking of Property and Evidence while it's in the custody of LAPD.

<b>Actor Table</b>	
<b>Actor</b>	<b>Definition</b>
Records Personnel	Records Personnel is a person responsible for performing secondary Quality Assurance reviews, entering and/or scanning report data into various systems of record, searching reports, distributing reports to various LAPD units and fulfilling public requests for copies of reports.
Registered Offender	Any Community Member in Los Angeles who has been convicted of a crime in the past that requires them to register with the LAPD.
Report Producer	A Report Producer is a general term for any LAPD personnel, sworn or civilian, who plays a role in the creation of Management Reporting for use by LAPD.
Technical Investigative Division (TID) □ Forensic Science Division (FSD)	TID and FSD are the internal crime labs for LAPD. Their primary role is the analysis of Property and Evidence as it relates to Case Investigation.
Search Warrant Officer	An Officer in LAPD, usually a Detective, who is responsible for inputting Search Warrants into the RMS and updating their status.
Supervisor	A sworn or civilian employee who directly oversees LAPD personnel during a shift. Generally they perform the same or similar role that they oversee, but they also have responsibility for approving and reviewing the work of subordinates.
Fugitive Warrants Supervisor	A Fugitive Warrants Supervisor is a Detective Supervisor assigned to the Fugitive Warrants Division whose primary responsibility is the follow-up investigations associated with Fugitive Warrants within Los Angeles as well as the oversight of Fugitive Warrants Detectives assigned to them.
Traffic Auditor	A Traffic Auditor is an auditor within LAPD with the sole responsibility for reviewing Collision Reports. After reviewing reports, the Traffic Auditor determines if a follow-up investigation is necessary and assigns the case to a Detective.
Traffic Court Liaison Unit	A unit within Detective support and Vice Division. An LAPD Detective supervises the unit and it is staffed by several sworn officers.
User	The authorized person that is performing a function within RMS.
Warrant Personnel	Any of the civilian positions who work with Fugitive Warrants Division.



## 1.4 Glossary

Glossary of Terms Used	
Term	Definition
AJIS	Automated Jail Information System is a Los Angeles County Sherriff Department system that issues the Booking number used by LAPD and tracks relevant Booking information about Arrestees.
APRIS	Personnel Records (medical only)
APS	Adult Probation System
ARDIS	LAPD Restricted Duty System
Authorized Systems	Any system operated by Partner Agencies that LAPD has granted access to the data within the RMS.
CACI	Child Abuse Central Index
CAPERS	LAPD Work Permits system for tracking the permits of LAPD personnel that perform non-LAPD work.
CAPSS	California Pawn □ Secondhand Dealer System is a Proposed State system for tracking all property purchases by Secondhand shops. This system was supposed to be operational by 2014 and may be an interface in the future.
CCHRS	Consolidated Criminal History Recording System is a Los Angeles County system for tracking criminal history of community members throughout the county.
CHRIS	Foundational Human Resources Database
CJIS	Criminal Justice Information Systems
CLETS	California Law Enforcement Telecommunications System provides access to many law enforcement data systems.
Computer Aided Dispatch System (CAD)	Computerized system utilized by LAPD dispatchers for recording key information from 911 calls and dispatching officers to incidents and events.
Computer Statistics (CompStat)	CompStat is a management accountability system that allows the General Manager to set a road map or tone for the organization on what issues are important. Focus is on middle managers with expectations that the following 4 principles are being incorporated: Timely and Accurate Intelligence, Effective Tactics, Rapid Deployment and Relentless Follow-up and Assessment.
CWS	County Warrant System tracks and maintains the Warrants within Los Angeles County.
DABIS	Decentralized Automated Booking Information System is the front end of the AJIS system that LAPD uses to enter Booking information and receive booking numbers.

<b>Glossary of Terms Used</b>	
<b>Term</b>	<b>Definition</b>
DCFS	Department of Child and Family Services
DECS	Department Commendations System
DMV	Department of Motor Vehicles
DPS	Deployment Planning System
eFIS	This is a Web-based Field Interview Tracking System accessible online. Application is for recording Field Interview information.
eSCARS	Suspected Child Abuse Record System Database
Field Interview System (FIS)	Legacy Field Interview tracking system that resides in a mainframe environment. Field Interview information is recorded and tracked by LAPD with this application.
Incident Reports	Incident Reports is used to mean any of the forms required to complete a report.
JAI	Juvenile Automated Index
LATAX	City system that tracks payment information for Permits. Information from this system needs to feed into the Master Indices.
LiveScan	LiveScan is the system LAPD uses for scanning fingerprints and performing queries of those prints in Local, State, and Federal law enforcement systems.
Los Angeles Bureau of Engineering	LA BOE builds and maintains scale maps of every intersection within the LAPD city limits. These maps are useful in Collision Reporting as they are scale drawings of intersections, necessary for officers to fill out accurate reports.
Los Angeles Department of Transportation (LADOT)	LADOT is responsible for planning, design, construction, and operations of transportation systems in the City of Los Angeles and partners with sister agencies to improve transportation service and infrastructure in the city and the region.
Medallion	LAPD system that is used for the Permitting approval process. Information from this system needs to feed into the Master Indices.
NCIC	National Crime Information Center
NLETS	National Law Enforcement Telecommunications System
Pawn Reports	Pawn Reports is a general term that refers to different types of Reports that Pawn Section Detectives typically write. These include Permit Applications, Inspection Forms, and Crime Reports.
Police Reports	A generic term used to describe all the various reports that LAPD officers might fill out as part of their daily operations.
SmartJustice	Smart Justice, a State of California Department of Justice hosted system used to track low risk offenders

Glossary of Terms Used	
Term	Definition
Traffic Information Citation System (TICS)	TICS is an application within LAPD that receives Citation information from the courts, then makes that data available to other managerial and analytical reporting applications within LAPD.

## 2.0 CHALLENGES AND OBJECTIVES

### 2.1 Challenges

The following are common operational challenges for LAPD members using the current systems that support records management and report writing. The goal of the new RMS is to address as many of these as possible:

- Report writing is time consuming. Most forms are hand written and many contain the same information that is repeated from form to form.
- Hand written forms and reports can be difficult to read. Forms that are illegible may be rejected causing delays in the data entry process.
- Data entry is time consuming. Information from hand-written reports is entered into one or more systems by administrative staff. The data entry process is time consuming and not timely. Delays in data entry can diminish the investigative value of information contained on reports.
- Not all information is searchable. Information from reports can be stored in one or more systems and not all information is fully searchable. For example, report narratives are not searchable making it difficult to find valuable information that may be contained within the narrative.
- Information is not verified at the time of entry. Since reports are mostly hand-written, there is no validation for required fields or information that may be conditionally required. It can be difficult to know exactly what information is required as the officer completes a report or form. These errors are often found later during data entry, creating extra work and delaying the data entry process.
- The workflow and report distribution process is labor intensive and time consuming. Reports are copied and mailed to the various responsible parties, this process causes delays in the handling of reports and creates the need for additional workarounds, such as internal phone calling, faxing and hand delivery.
- Reports are not readily available to partner agencies and the public. It can take several days or weeks before a report is available to partner agencies of the public.

## **2.2 Objectives**

The following are common operational objectives for the LAPD. The goal of the new RMS is to address as many of these as possible:

- Increase officer safety and efficiency by decreasing the time required to complete reports.
- Increase supervisor and administrative staff efficiency by decreasing the time required to review and audit reports.
- Increase the investigative value of the information contained within reports by making it available for investigative purposes in a timely manner.
- Increase the quality of reports by reducing errors and omissions.

## **3.0 ANALYTICS**

### **3.1 Definition**

Analytics is the systematic process of collecting, collating, analyzing, and disseminating timely, accurate, and useful information that describes patterns, trends, and problems. This process is also used to provide investigative support for criminal cases.

### **3.2 General Information**

- LAPD has approximately 150 Crime Analysts located throughout the Department.
- Crime Analysts perform a variety of investigative support related duties that include, but aren't limited to, the analysis of data related to a specific investigation and the development of timelines, link charts, telephone call diagrams and maps. The investigation may be of a single crime or a series of related crimes (e.g., string of bank robberies, related car thefts, or robberies). The analysis performed is intended to identify leads for investigations, and provide whatever support an investigator needs. An analysis of a series includes detecting patterns that can help identify potential targets and future criminal activity.
- Crime Analysts perform a variety of trend analysis related duties that include the analysis and identification of trends and support broader management decisions such as deployment schedules and specialized missions.
- Crime Analysts perform a variety of data collection and processing tasks related to the compilation and presentation of reports for COMPSTAT and crime control meetings.
- These analysts working in Crime Analysis Details support the Areas, Bureaus, COMPSTAT and specialized divisions. For detectives they can search for similar and related crimes; identify crime series; provide suspect leads; assist with case clearance; analyze cell phone records, produce maps

and bulletins and liaison with other Areas, Bureaus and outside agencies. For Captains and Lieutenants. they can help their command staff prepare for meetings (COMPSTAT, Daily Briefings, Crime Control Meetings and press conferences); suggest and assess crime reduction strategies and work on special projects. For patrol they can detect hot spots and patterns; identify chronic locations and determine deployment needs.

### 3.3 Contractor Response to Requirements

In this section Contractor must complete the following table using the Ratings listed in Table 1 above. Below this table, Contractor must provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a "Yes" meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Analytics Requirements	Priority	Response
	M = Must, S = Should, C = Could		
3.3.1	As an Analyst I can query every field of operational data (e.g., data entered by a user) so that I can create reports utilizing all of the data stored within the RMS.	M	
3.3.2	As an Analyst I can perform queries using "Wild cards" so that I can find the data I am searching for without having to search for an exact data match.	M	
3.3.3	As an Analyst I can perform queries using "String search" so that I can return the data I am searching for without having to search for an exact data match.	M	
3.3.4	As an Analyst I can perform queries using phonetic matching or similar sound-alike algorithm so that I can return the data I am searching for without having to search for an exact data match.	M	
3.3.5	As an Analyst I can perform queries using date ranges so that I can return the data covering a specific time period.	M	
3.3.6	As an Analyst I can perform database queries using partial information in an operational data field so that I can return the data I am searching for without having to search for an exact data match.	M	
3.3.7	As an Analyst I can perform database queries using any combination of operational data fields so that I can return crime or incident statics based on multiple variables.	M	

Number	Analytics Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
3.3.8	As an Analyst I can aggregate data elements found in records so I can create comprehensive reports with all relevant data.	M	
3.3.9	As an Analyst I can be notified of the estimated time to run the query so I can change the parameters of my query if the expected run time is too long.	S	
3.3.10	As an Analyst I can export data from the RMS in multiple formats (Access, Excel, Text) for further analysis.	M	
3.3.11	As an Analyst I can schedule crime analysis reports to run automatically so that I can avoid having to re-run similar reports multiple times.	S	
3.3.12	As an Analyst I can add additional information to police reporting fields to associate the report with other crimes, or to update an incorrect crime classification.	M	
3.3.13	As an Analyst I can schedule the distribution of crime analysis reports to a list of specified personnel so that I can provide the reports to the Detectives who need the information for investigations.	S	
3.3.14	As an Analyst I can analyze the data within the RMS utilizing both simplistic and complex statistical techniques so I can provide analytical support to the individuals within LAPD responsible for those crimes.	M	
3.3.15	As an Analyst I can analyze activity via a third-party application (or vendor) so that I can make use of analysis tools or techniques outside the system.	M	
3.3.16	As an Analyst I can have the system alert specific individuals (agency-defined) when crime activity exceeds an agency-defined level so I can provide real time updates to the key decision makers about unusually high levels of crimes.	S	
3.3.17	As an Analyst I can track and analyze activity by any combination of multiple data elements so that I can conduct crime analysis in an accurate and efficient way.	S	

Number	Analytics Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
3.3.18	As an Analyst I can present crime statistics in graphical format so that I can present crime information in a way that will allow the user to best understand it.	M	
3.3.19	As an analyst I can analyze crime data by address and/or coordinates so I can view crimes in proximity to a specific location.	M	

### 3.4 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

### 3.5 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.



## **4.0 ARREST**

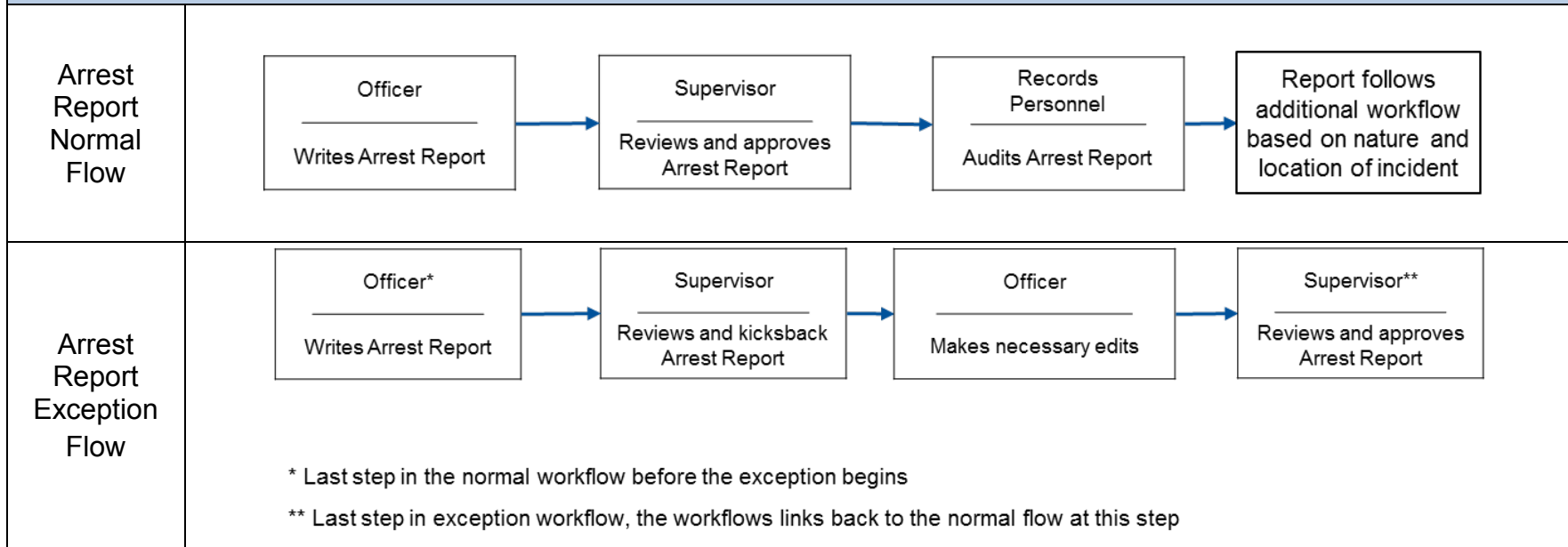
### **4.1 Definition**

Arrest reporting involves the documentation of facts surrounding an arrest. Arrest reporting includes the completion of one or more reports needed to create and maintain an official record of the Arrest.

### **4.2 General Information**

- The LAPD completes approximately 130,000 Arrest Reports per year. A majority (approximately 65%) of Arrests will result in the arrestee being booked into an LAPD or Los Angeles County Sheriff's Department detention facility. A smaller percentage (approximately 35%) of Arrests will result in the arrestee being released on their own recognizance, with instructions to appear in court at a later date.
- Non-Traffic Notice to Appear or Release from Custody or "RFC" LAPD form 5.02.02 is used to document an arrest and release in the field. These Citations follow a similar workflow to an Arrest Report, in that they require a report number (DR) and Supervisor review. RFCs also require additional information such as an identification of the person, confirmation that the person has no warrants and the completion of a narrative. The LAPD issues approximately 45,000 RFCs per year.
- Most of the Arrest process takes place at a local station before the Arresting Officer transports the Arrestee to a jail facility for Booking. The Arrest process begins when the Arrestee is taken into custody and ends with the Booking Approval from a Supervisor.

### High Level Future State Workflow



### 4.3 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Arrest Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
4.3.1	As an Officer I can quickly and accurately record all of the information required to complete the Arrest Report in a timely and accurate manner.	M	
4.3.2	As an Officer I can capture digital information from other sources such as CAD, GPS, driver's license, vehicle registration, wants and warrants and insurance information so that I can quickly and accurately record the information and complete the Arrest Report.	M	
4.3.3	As an Officer I can capture additional information using department issued devices such as cameras and other recording devices and/or associate the Arrest Report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance the Arrest Report with additional information.	M	
4.3.4	As an Officer I can be prompted to include required information and use acceptable field values so that I can produce Arrest Reports that are accurate and error-free.	M	
4.3.5	As an Officer I can complete Arrest Reports from various locations and devices so that I can complete Arrest Reports when and where it is most convenient and safe to do so.	M	
4.3.6	As an Officer I can start and stop report writing at any time and continue where I left off so that I can avoid re-entering information if I'm unable to complete an Arrest report at a specific time.	M	

Number	Arrest Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
4.3.7	As an Officer I can provide a Report Consumer (e.g., officers from another agency) with information about the Arrest Report that I am writing so that they can follow-up, provide additional information or get status with the appropriate people at the LAPD as needed.	M	
4.3.8	As an Officer I can submit my Arrest Report for review and approval as soon as it is ready so that the report can be finalized and made available to others as quickly as possible.	M	
4.3.9	As an Officer I can associate an Arrest Report to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
4.3.10	As a Supervisor I can be notified or otherwise see Arrest Reports that are ready for my review so that I can complete reviews in a timely manner.	M	
4.3.11	As a Supervisor I can quickly and accurately review Arrest Report information so that I can complete my reviews in a timely and accurate manner.	M	
4.3.12	As a Supervisor I can approve Arrest Reports with or without additional comment so that the Arrest Report can be moved on in the workflow.	M	
4.3.13	As a Supervisor I can kickback Arrest Reports with additional comments so that the Arrest Report can be returned to the Officer for correction.	M	
4.3.14	As a Records Personnel I can kickback Arrest Reports with additional comments so that the Arrest Report can be returned to a previous user for correction.	M	
4.3.15	As an Authorized User I can print Arrest Reports on standard LAPD approved paper forms as well as electronic copies suitable for emailing (e.g., PDF) so that I can produce the required paperwork and physical copies of reports as required.	M	

#### **4.4 Contractor General Response to Requirements:**

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

#### **4.5 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **5.0 BOOKING**

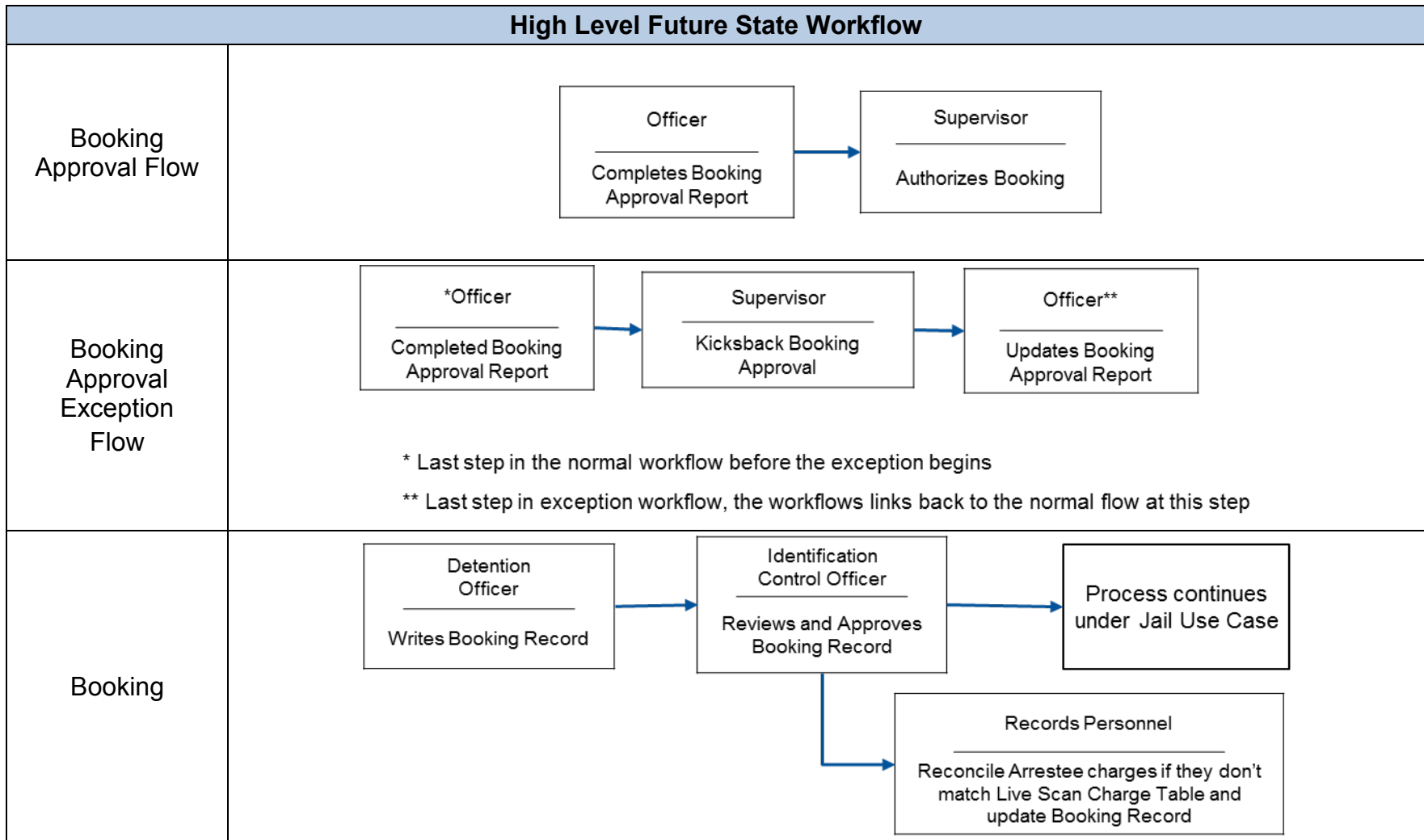
### **5.1 Definition**

Booking involves the documentation of facts surrounding the booking process. Subsequent to an arrest, a person is Booked. Booking is the physical transfer, identification, and classification of the Arrestee to the Jail. Booking begins when Booking Approval is received by the Arresting Officer, and ends when the Arrestee is accepted at an LAPD Jail or other correctional facility.

### **5.2 General Information**

- The LAPD Jail Division consists of ten (10) jails located throughout the City. There are three (3) larger regional jails (Metro, 77th and Valley) and seven smaller area jails, four of which are temporarily closed. The LAPD Jail Division processes approximately 107,000 Bookings per year between these facilities.
- Booking begins when Booking Approval is received by the Arresting Officer, and ends when the Arrestee is accepted at an LAPD Jail or other correctional facility.
- Booking typically involves the completion of several forms (e.g., Arrest Report, Field Interview (FI), and Property Sheet), a medical screening, and collection of property, identification and assignment of housing.
- At the time of Booking, the LAPD uses DABIS to access the Los Angeles County Sheriff's Department's (LACSD) Automated Justice Information System (AJIS) to record the Booking and obtain an L.A. County Booking Number.

### High Level Future State Workflow



### High Level Future State Workflow

<b>Booking Exception flow</b>	<div style="text-align: center; margin-bottom: 10px;"> <pre> graph LR     A[Detention Officer* Writes Booking Record] --&gt; B[Identification Control Officer Reviews and kicksback Booking Record]     B --&gt; C[Detention Officer Makes necessary edits]     C --&gt; D[Identification Control Officer** Reviews and approves Booking Record]             </pre> </div> <p>* Last step in the normal workflow before the exception begins</p> <p>** Last step in exception workflow, the workflows links back to the normal flow at this step</p>
<b>Absentee Booking flow</b>	<div style="text-align: center; margin-bottom: 10px;"> <pre> graph LR     A[Arresting Officer Transfers custody of Arrestee to Secure Medical Facility, call Jail] --&gt; B[Detention Officer Book Arrestee in absentee]     B --&gt; C[Fingerprint Expert Travels to Arrestee location to take fingerprints, update Booking Record]             </pre> </div>
<b>Arrestee Disposition</b>	<div style="text-align: center; margin-bottom: 10px;"> <pre> graph LR     A[Detention Officer Request for Arrestee Disposition] --&gt; B[Supervisor Reviews and Approves Disposition]             </pre> </div>
<b>Disposition Exception flow</b>	<div style="text-align: center; margin-bottom: 10px;"> <pre> graph LR     A[Detention Officer* Request for Arrestee Disposition] --&gt; B[Supervisor Reviews and kicksback Disposition]     B --&gt; C[Detention Officer** Request for Arrestee Disposition]             </pre> </div> <p>* Last step in the normal workflow before the exception begins</p> <p>** Last step in exception workflow, the workflows links back to the normal flow at this step</p>



### 5.3 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Booking Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
5.3.1	As an Officer I can quickly and accurately record all of the information necessary to complete a Booking Approval so that I can complete the Approval in a timely and accurate manner.	M	
5.3.2	As an Officer I can be prompted to include required information and use acceptable field values so that I can produce Booking Approvals that are accurate and error-free.	M	
5.3.3	As an Officer I can submit my Booking Approval for review and approval as soon as it is ready so that the Approval can be finalized and made available to others as quickly as possible.	M	
5.3.4	As an Officer I can flag Booking Approvals where special circumstances that impact Officer safety exist so that others (especially Jail personnel), can be aware of special circumstances and can take appropriate safety precautions.	M	
5.3.5	As a Supervisor I can be notified or otherwise see Booking Approvals that are ready for my review so that I can complete reviews in a timely manner.	M	
5.3.6	As a Supervisor I can approve Booking Approvals with or without additional comment so that the Booking can be moved on in the workflow.	M	
5.3.7	As a Supervisor I can kickback Booking Approvals with additional comments so that the Booking Approval can be returned to the Officer for correction.	M	

Number	Booking Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
5.3.8	As a Detention Officer I can quickly and accurately record all of the information required at the time of Booking so that I can complete Booking in a timely and accurate manner.	M	
5.3.9	As a Detention Officer I can capture additional information using Department issued devices such as cameras and other recording devices and/or associate the Booking with data that has been captured on Department issued devices (such as body worn or in vehicle cameras) so that I can enhance the Booking Record with additional information.	S	
5.3.10	As a Detention Officer I can capture digital information from other sources such as CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Booking Record.	S	
5.3.11	As a Detention Officer I can record the positive identification of an Arrestee and capture all relevant LiveScan results in the Booking Record so I can ensure that each Arrestee is properly identified before they are housed.	S	
5.3.12	As a Detention Officer I can document the Arrestee's property so that I can maintain a record of property and evidence associated with an Arrestee in a single place.	M	
5.3.13	As a Detention Officer, I can maintain a record of an Arrestee's personal property that was taken during Booking so that I can ensure its safekeeping and return.	M	
5.3.14	As a Detention Officer, I can complete and properly record any required secondary screening (e.g., medical, classification) of an Arrestee so that I can make appropriate housing decisions.	M	
5.3.15	As a Detention Officer I can generate a comprehensive document (Booking Packet) containing all relevant information about an Arrestee to provide other law enforcement agencies when Arrestees are transferred.	M	

Number	Booking Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
5.3.16	As an Identification Control Officer I can be notified or otherwise see Booking Records that are ready for my review so that I can complete reviews in a timely manner.	M	
5.3.17	As an Identification Control Officer I can approve Booking Records with or without additional comment so that the Booking Record can be moved on in the workflow.	M	
5.3.18	As an Identification Control Officer I can kickback Booking Records with additional comments so that the Booking Record can be returned to the Record Writer for correction.	M	
5.3.19	As a Records Personnel I can be notified anytime charges entered into our Booking Record do not have coordinating charges within the County Booking system so I can update the record with necessary changes.	M	

#### 5.4 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

#### 5.5 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **6.0 CASE MANAGEMENT**

### **6.1 Definition**

Case Management involves the documentation of facts surrounding an investigation. Case Management most commonly includes the assignment of one or more Detectives to a case and the workflow associated with the various activities related to the investigation, which may include; interviews, investigative notes, the collection and analysis and evidence and the documentation of other various activities that the Detectives may perform as part of their work.

### **6.2 General Information**

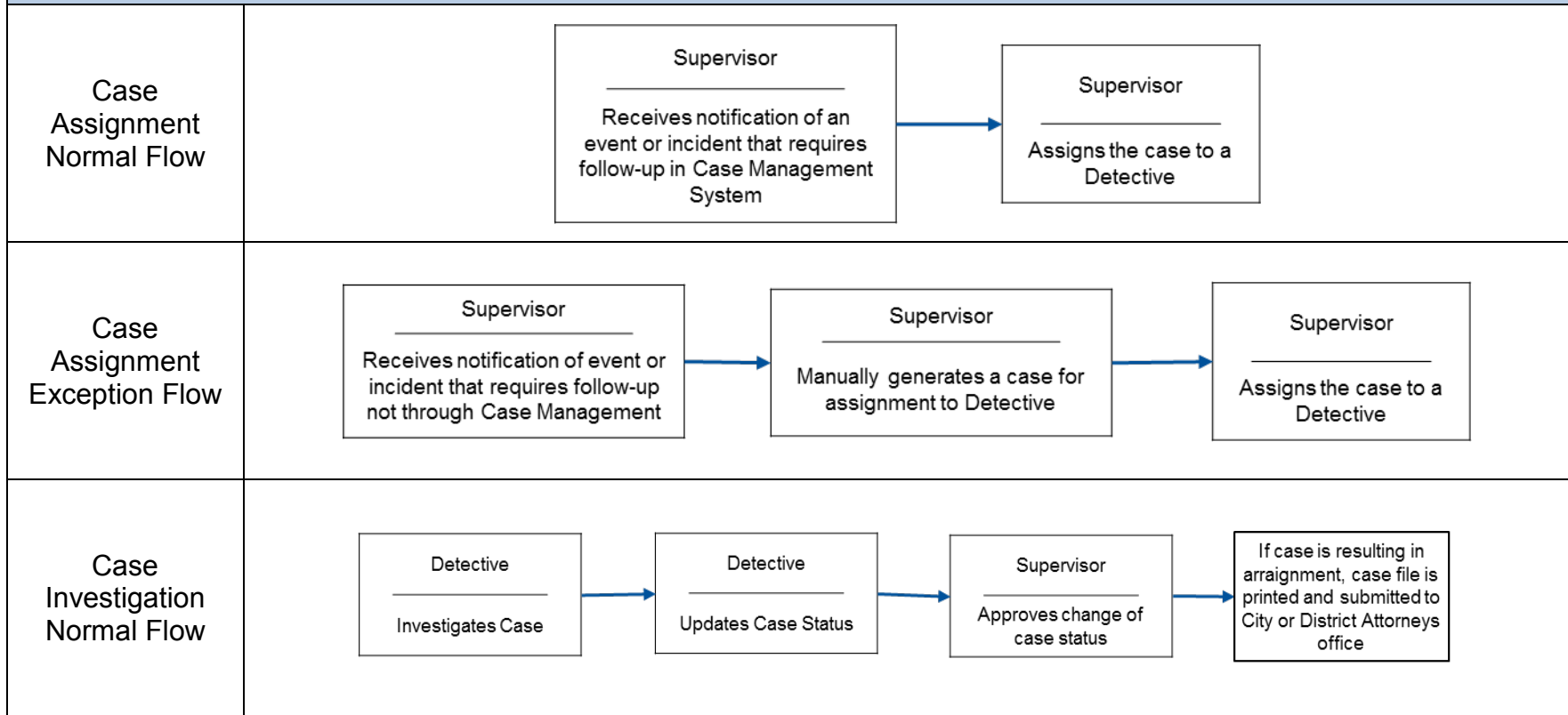
- The LAPD has approximately 1,600 Detectives Citywide. Each year the LAPD opens approximately 37,000 new investigations and currently there are approximately 86,000 open/active investigations.
- The Detective Bureau (DB) consists of several specialized divisions including Commercial Crimes Division, Detective Support and Vice Division, Gang and Narcotics Division, Juvenile Division, Robbery-Homicide Division, and Scientific Investigative Division.
- In addition to the Detective Bureau Divisions, each of the 21 Area Divisions also has detectives assigned to handle cases within the Division.
- Case distribution and assignment between the Area Division and the Detective Bureau Division detectives is largely based on the type, severity and complexity of the case and can vary from case to case.
- The Investigative Analysis Section (IAS) of the Detective Bureau is responsible for researching, developing and implementing improvements in investigative techniques and procedures, used by investigators. IAS also provides administrative and technical support to DB.

### **6.3 Current Challenges**

- The assignment of cases to the correct Detectives is labor intensive and time consuming. After an initial report is complete, several copies are made and distributed by hand/internal mail to Detectives for assignment. This process is time consuming. For more serious cases, Detectives are occasionally assigned "by phone" and the paperwork follows some time later. Some of the assignment and initial workflow process is ad hoc and largely undocumented.
- The documentation of follow-ups and a detective's activity is time consuming. Since many follow-up activities may require one or more contacts and/or forms with the same information and often involve multiple parties they can be very time consuming.
- Follow-up information is not timely and/or may not be available to the LAPD. Investigative follow-up information is not easily shared between Detectives so there is limited visibility into another Detective's activity on the same or related cases.

- Making and tracking requests to/from other organizations within and outside of the LAPD is difficult and time consuming. For example, requests for lab tests, property or other actions on a case are mostly manual and labor intensive.
- Making notifications of case progress is time consuming and inconsistent. Many case types require the notification of victims and witnesses at certain key points during the case. The process of making and recording these notifications is largely manual and time consuming.
- The creation of case documents, such as Search Warrants, Subpoenas and other legally significant documents is time consuming and largely ad hoc.
- Electronic (multimedia) information related to a case is or can be stored in multiple locations, which can make it difficult to retrieve.
- Investigations may contain sensitive information that should be restricted to only certain individuals. These restrictions are difficult to manage.

### High Level Future State Workflow



## 6.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. current challenges and requirements described below.. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Case Management Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
6.4.1	As a Detective I can be notified when a new case is assigned to me so that I can be aware of new case assignments.	M	
6.4.2	As a Detective I can document case investigative notes so that I maintain a detailed and accurate timeline of my investigation notes.	M	
6.4.3	As a Detective I can exchange information with other Detectives about related cases so that we can enhance the quality and timeliness of our investigation.	S	
6.4.4	As a Detective I can associate documents and/or multimedia (e.g., images, video, scanned documents, audio files) related to my case so that they are readily accessible as part of my investigation.	M	
6.4.5	As a Detective I can review documents and/or multimedia related to my case (e.g., images, video, scanned documents, audio files) so that I can examine it without having to physically have it in my possession.	S	
6.4.6	As a Detective I can create alerts that notify me when others search for or otherwise have contact with (e.g., Incident Report, Citation, Field Interview, etc.) an aspect of my case (e.g., person, vehicle, location, etc.) so that I can enhance my investigation.	S	
6.4.7	As a Detective I can be alerted of pending, or overdue investigative activities that need my attention.	S	

Number	Case Management Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
6.4.8	As a Detective I can generate a comprehensive □case folder□(printed or electronic) that contains all of the information that an external entity such as the DA's Office may request so that I can easily and quickly provide all relevant case documentation.	M	
6.4.9	As a Detective I can make and record requests for analysis on evidence so I can document all activity associated with the case in one location.	S	
6.4.10	As a Detective I can receive and respond to notifications when property or evidence related to my case needs approval for disposition.	S	
6.4.11	As a Supervisor I can make or change case assignments based on workflow rules (e.g., location, type, and workload) so that I can quickly assign cases to Detectives for investigation.	M	
6.4.12	As a Supervisor I can track all relevant case management activities so that I can follow the progress of cases being investigated.	M	
6.4.13	As a Supervisor I can view unassigned cases so that I can assign them to individual Detectives, a Detective Table or make other assignments in the workflow.	M	
6.4.14	As a Supervisor I can initiate a case at any time, with or without a corresponding call for service or incident report so that I can start and assign a case.	M	
6.4.15	As a Supervisor I can monitor case activity so that I can easily know the status of each case that I am supervising and what next-actions are required, by whom and by when.	M	
6.4.16	As a Supervisor I can monitor an individual Detectives' workload or an entire Detective table so that I can manage workload and assign/reassign cases as needed.	M	
6.4.17	As a Supervisor I can create alerts or messages reminding Detectives of pending or overdue activities they may need to address.	S	
6.4.18	As a Supervisor I can communicate with Detectives through the case management system so that I can better collaborate with Detectives on cases.	S	



## **6.5 Contractor General Response to Requirements:**

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

## **6.6 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## 7.0 CITATIONS

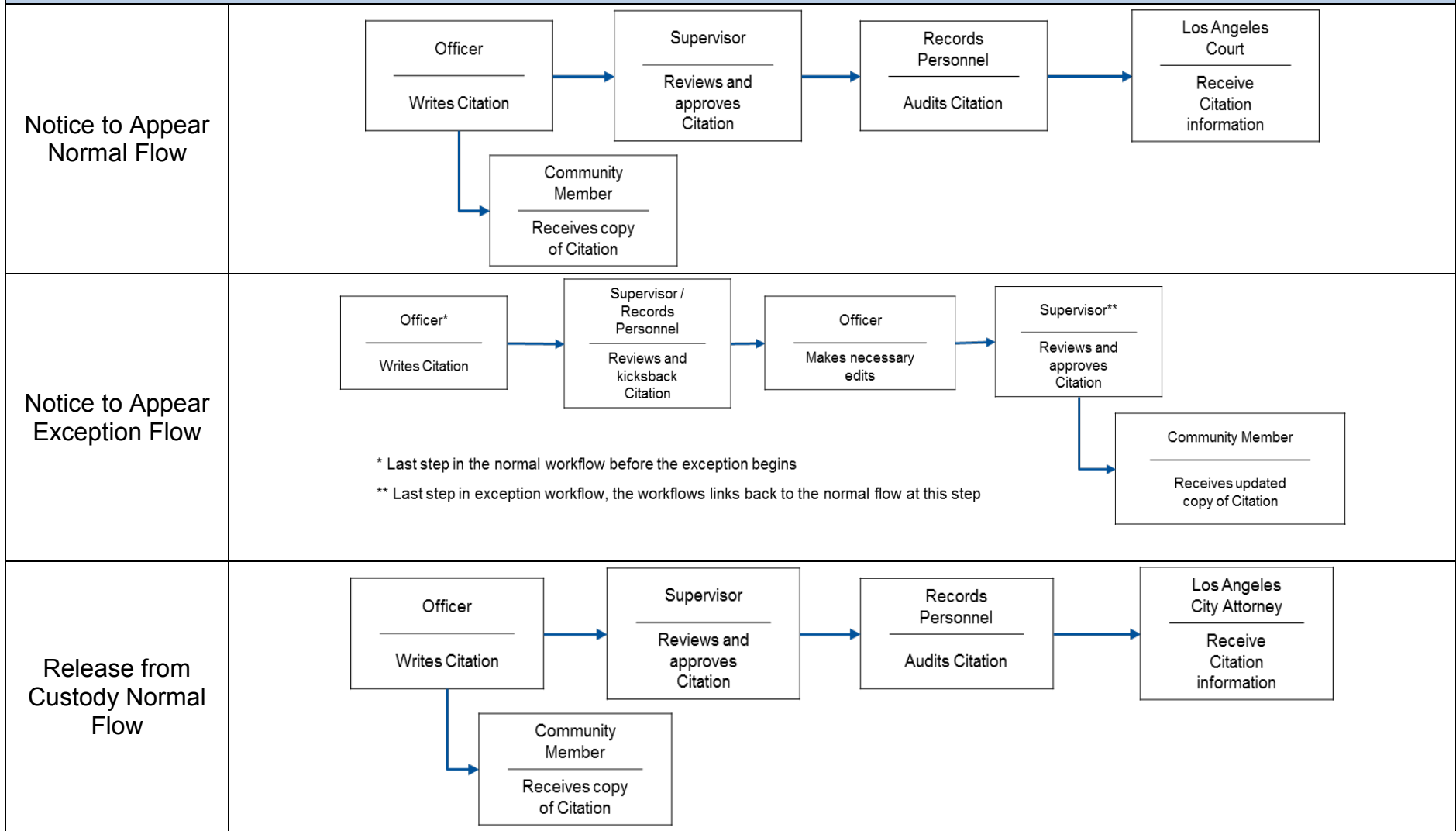
### 7.1 Definition

Citations are used to record the facts surrounding offenses that require an individual or entity to pay a fine, post a bail amount, and/or otherwise appear in court. Citations are most commonly used for traffic, City ordinance and low-level misdemeanor law enforcement.

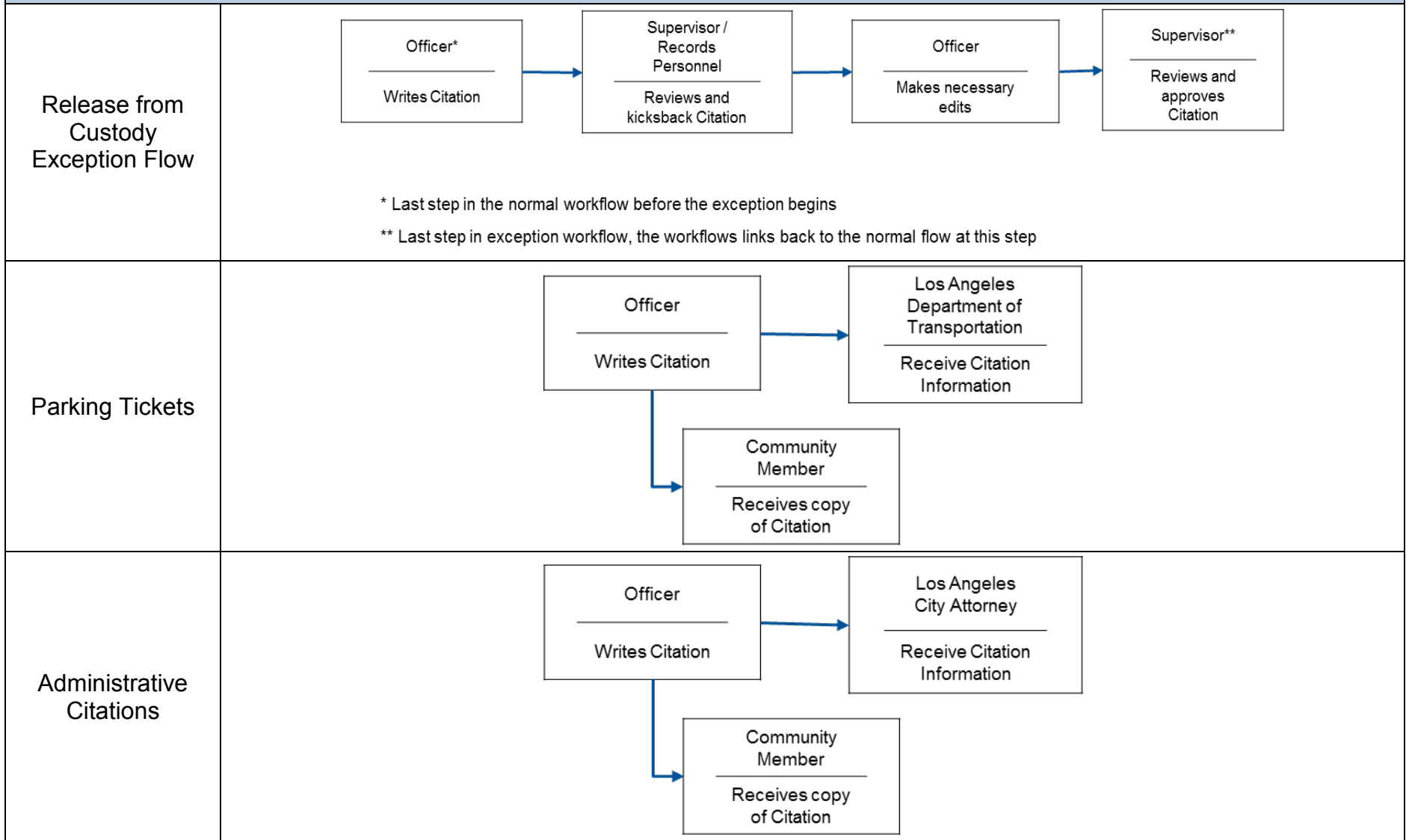
### 7.2 General Information

- The LAPD issues approximately 420,000 Citations per year. All Citations are hand-written and follow a manual approval and distribution workflow.
- **Warnings** are issued by Officers instead of Citations at the Officer's discretion. When issuing a Warning, Officers will complete a warning form 4.40.00, provide the Community member a copy and retain a copy for LAPD records. Warnings are not forwarded to the courts and are kept for information purposes only.
- **Traffic Notice to Appear** or "greenie" LAPD form 4.50.00, is the most commonly used Citation type. The Notice to Appear is used for traffic violations and simple infractions. These Citations are mailed/delivered to the Traffic Court Liaison Unit for processing.
- **Commercial Notice to Appear** are Citations issued by the Special Enforcement Section, still using LAPD form 4.50.00, and pertain to commercial vehicles. These citations are the responsibility of the vehicle owner, but are issued to the vehicle operator who may or may not be the owner. LAPD issues approximately 1,000 of these Citations a year
- **Absentee (Parking) Citations**, LADOT form 5001, are used to document parking violations. These Citations are sent to Los Angeles Department of Transportation (DOT) for processing. The LAPD doesn't track the number of Absentee Citations issued and is unable to estimate the approximate volume.
- **Administrative Citations**, LAPD form 5.40.00, are citations that can be issued for select Los Angeles Municipal Code violations. These Citations are passed on to the City Attorney's Office for processing and adjudication. The LAPD doesn't track the number of Administrative Citations and is unable to estimate the approximate volume due to the heavily manual process.

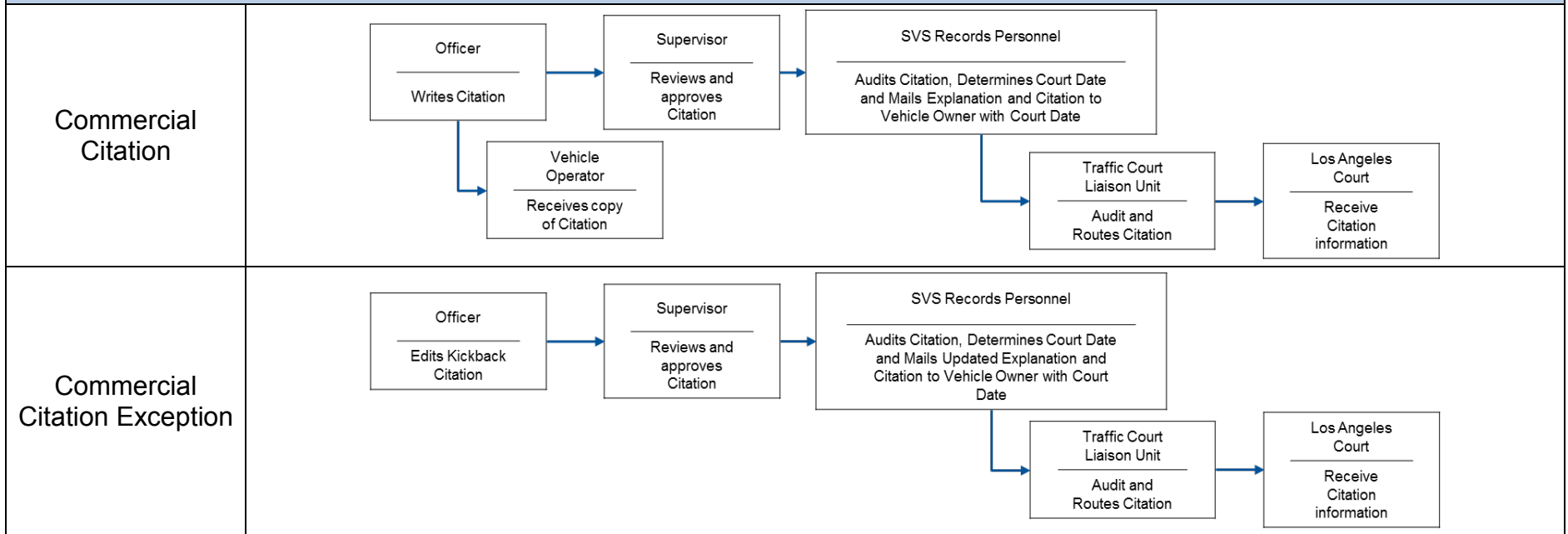
## High Level Future State Workflow



### High Level Future State Workflow



## High Level Future State Workflow



### 7.3 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Citation Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
7.3.1	As an Officer I can quickly and accurately record all of the information necessary to complete a Citation so that I can complete the Citation in a timely and accurate manner.	M	
7.3.2	As an Officer I can capture additional information using Department issued devices such as cameras and other recording devices and/or associate an Incident Report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance the Citation with additional information.	M	
7.3.3	As an Officer I can capture digital information from other sources such as CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Citation.	M	
7.3.4	As an Officer I can be prompted to include required information and use acceptable field values so that I can produce Citations that are accurate and error-free.	M	
7.3.5	As an Officer I can complete Citations from various locations and devices so that I can complete Citations when and where it is most convenient and safe to do so.	S	
7.3.6	As an Officer I can start and stop Citation writing at any time and continue where I left off so that I can avoid re-entering information if I'm unable to complete a Citation at a specific time.	M	

Number	Citation Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
7.3.7	As an Officer I can provide a copy of a completed Citation to a Community Member in the field so that they have a true and accurate copy of the Citation.	M	
7.3.8	As an Officer I can submit my Citation (RFC) for review and approval as soon as it is ready so that the report can be finalized and made available to others as quickly as possible.	M	
7.3.9	As an Officer I can associate a Citation to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
7.3.10	As an Officer I can document notes regarding the Citation that do not appear on the violator's copy of the Citation (e.g., court notes) so that I can keep sensitive notes.	M	
7.3.11	As an Officer I can make corrections to a Citation and generate the required notifications so that errors can be corrected in a timely, accurate and legally compliant manner.	M	
7.3.12	As an Officer I can attach supplemental information and documents such as driver's license, narrative and information returns as required for certain Citation types (e.g., RFC's) so that I can be compliant with Citation writing guidelines.	M	
7.3.13	As a Supervisor I can be notified or otherwise see Citations that are ready for my review so that I can complete reviews in a timely manner.	M	
7.3.14	As a Supervisor I can quickly and accurately review Citation information so that I can complete my reviews in a timely and accurate manner.	M	
7.3.15	As a Supervisor I can approve Citations with or without additional comment so that the Citation can be moved on in the workflow.	M	
7.3.16	As a Supervisor I can kickback Citations with additional comments so that the Citation can be returned to the Officer for correction.	M	

Number	Citation Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
7.3.17	As a Records Personnel I can audit a Citation Report for completeness and accuracy and make any necessary changes or additions to the report before it is saved as an official record.	M	
7.3.18	As an Officer, Supervisor, Records Personnel or other authorized user I can print Incident Reports on standard LAPD approved paper forms as well as create electronic copies suitable for emailing and printing (e.g., PDF) so that I can produce the required paperwork and physical copies of Incident Reports as required.	M	

#### 7.4 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

#### 7.5 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a □Yes□ meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.



## **8.0 COLLISION REPORTING**

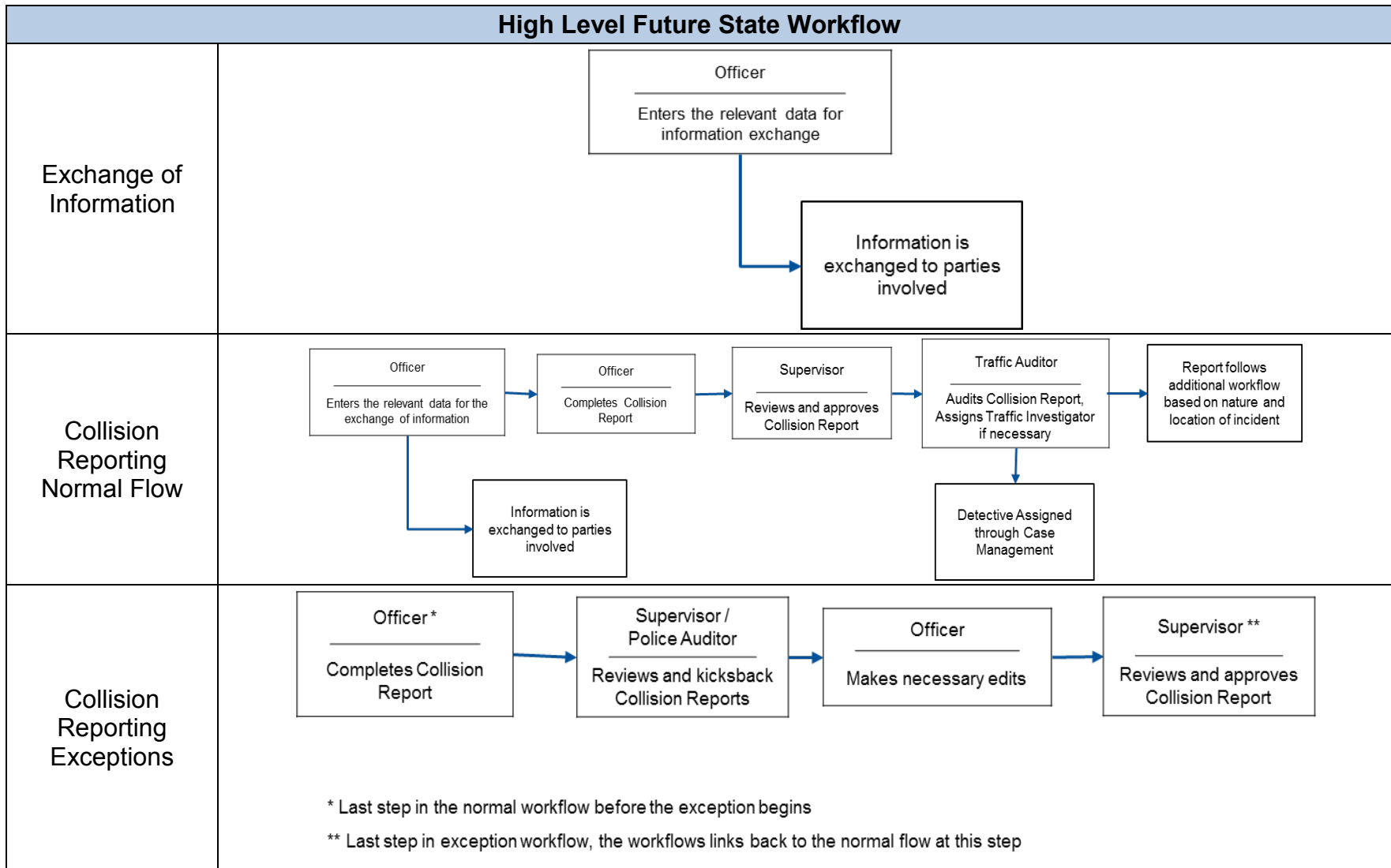
### **8.1 Definition**

Collision Reporting involves the documentation of facts surrounding a traffic related accident. Collision Reports most commonly involve one or more motor vehicles but also may include pedestrians, cyclists, animals, or other objects.

### **8.2 General Information**

- The LAPD completes approximately 47,000 Collision Reports per year from all Divisions. Collision Reports today are hand-written (or typed using a PC form) on the California Highway Patrol (CHP) form 555 and follow a manual approval and distribution workflow. Other CHP forms, such as the CHP-180, are also commonly included as part of collision reports.
- In addition to Collision Reports, as a public service, the LAPD also frequently helps to facilitate the exchange of information between parties that have been involved in an accident where there was no crime and no injuries. These do not result in a collision report written by the LAPD.
- The Los Angeles Department of Transportation is provided limited information contained in Collision Reporting for city planning purposes.

### High Level Future State Workflow



### 8.3 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Collision Reporting Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
8.3.1	As an Officer I can quickly and accurately record all of the information necessary to complete a Collision Report so that I can complete the Incident Report in a timely and accurate manner.	M	
8.3.2	As an Officer I can capture additional information using Department issued devices such as cameras and other recording devices and/or associate the report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance the Collision Report with additional information.	M	
8.3.3	As an Officer I can capture digital information from other sources such as CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Incident Report.	M	
8.3.4	As an Officer I can complete Collision Reports from various locations and devices so that I can complete Collision Reports when and where it is most convenient and safe to do so.	S	
8.3.5	As an Officer I can start and stop report writing at any time and continue where I left off so that I can avoid re-entering information if I'm unable to complete a Collision Report at a specific time.	S	

Number	Collision Reporting Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
8.3.6	As an Officer I can easily facilitate the quick exchange of information between Community Members so that I can provide high quality service to the community in a short period of time.	S	
8.3.7	As an Officer I can quickly and accurately draw collision diagrams so that the required visual representation of the Collision scene can be included with my report.	M	
8.3.8	As an Officer I can easily access electronic drawings of intersections that have been created by other City departments (such as the Department of Engineering), so I can save time, improve accuracy and enhance the quality of drawings included as part of my Collision Report.	S	
8.3.9	As an Officer I can be prompted to include required information and use acceptable field values so that I can produce Collision Reports that are accurate and error-free.	S	
8.3.10	As an Officer I can provide a Report Consumer (e.g., the public or officers from another agency) with information about the Collision Report that I am writing so that they can follow-up, provide additional information or get status with the appropriate people at the LAPD as needed.	M	
8.3.11	As an Officer I can submit my Collision Report for review and approval as soon as it is ready so that the report can be finalized and made available to others as quickly as possible.	M	
8.3.12	As an Officer I can associate a Collision Report to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
8.3.13	As an Officer I can record follow-up information from an investigation so that I can complete a timely and thorough investigation of Collision incidents.	M	
8.3.14	As an Officer I can flag reports where special circumstances exist so that others can be aware that a special circumstance is associated with that report and may require special attention.	M	

Number	Collision Reporting Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
8.3.15	As a Supervisor I can be notified or otherwise see Collision Reports that are ready for my review so that I can complete reviews in a timely manner.	M	
8.3.16	As a Supervisor I can quickly and accurately review Collision Report information so that I can complete my reviews in a timely and accurate manner.	M	
8.3.17	As a Supervisor I can approve Collision Reports with or without additional comment so that the Collision Report can be moved on in the workflow.	M	
8.3.18	As a Supervisor I can kick back Collision Reports with additional comments so that the Collision Report can be returned to the Officer for correction.	M	
8.3.19	As a Traffic Auditor I can kick back Collision Reports with additional comments so that the Collision Report can be returned to a previous user for correction.	M	
8.3.20	As a Traffic Auditor I can audit a Collision Report for completeness and accuracy and make any necessary changes or additions to the report before it is saved as an official record.	M	
8.3.21	As an Officer, Supervisor, Records Personnel or other authorized user I can print Incident Reports on standard LAPD approved paper forms as well as create electronic copies suitable for emailing and printing (e.g., PDF) so that I can produce the required paperwork and physical copies of Incident Reports as required.	M	

#### 8.4 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

## 8.5 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **9.0 FIELD INTERVIEW**

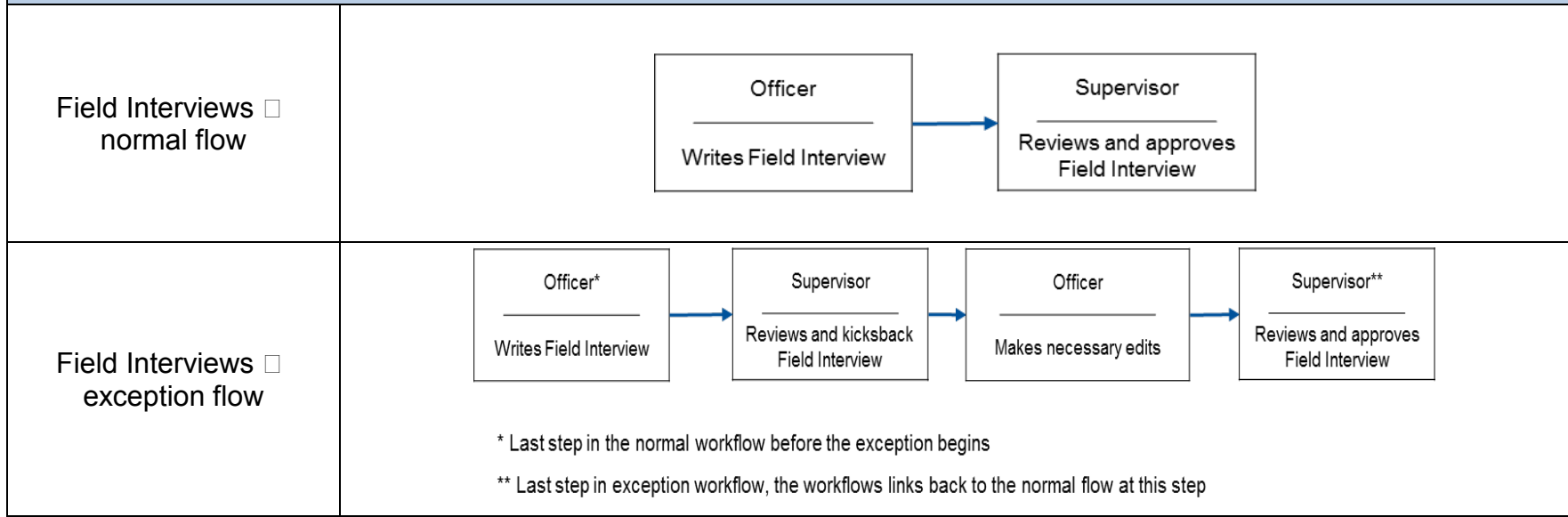
### **9.1 Definition**

Field Interviews are used to record the facts of a contact with an individual that may or may not be related to suspicious or criminal activity. Field Interviews may result in no further action or may result in an investigation, report and/or arrest.

### **9.2 General Information**

- The LAPD completes approximately 215,000 Field Interviews per year. All Field Interviews are hand-written and follow a minimal review or approval process.
- Field Interview (FI) forms are entered into the Field Interview System (FIS) by staff as time permits.

### High Level Future State Workflow





### 9.3 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Field Interviews Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
9.3.1	As an Officer I can quickly and accurately record all of the information required to complete a Field Interview so that I can complete a Field Interview in a safe, timely and accurate manner.	M	
9.3.2	As an Officer I can capture additional information using Department issued devices such as cameras and other recording devices and/or associate an Incident Report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance the Incident Report with additional information.	M	
9.3.3	As an Officer I can capture digital information from other sources such as CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Incident Report.	M	
9.3.4	As an Officer I can quickly complete more than one Field Interview from the same event without having to re-enter the same information (e.g., location, vehicle, notes) for each individual Field Interview so that I can complete a Field Interview in a safe, timely and accurate manner	M	
9.3.5	As an Officer I can be prompted to include required information and use acceptable field values so that I can produce Field Interviews that are accurate and error-free.	M	

Number	Field Interviews Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
9.3.6	As an Officer I can complete Field Interviews from various locations and devices so that I can complete Field Interviews when and where it is most convenient and safe to do so.	M	
9.3.7	As an Officer I can start and stop writing a Field Interview at any time and continue where I left off so that I can avoid re-entering information if I'm unable to complete a Field Interview at a specific time.	M	
9.3.8	As an Officer I can submit my Field Interviews for review and approval as soon as it is ready so that the report can be finalized and made available to others as quickly as possible.	M	
9.3.9	As an Officer I can associate Field Interviews to other RMS records so that I can maintain a history of events and their relationships to other RMS records (e.g., associate a Field Interview with a name, location or vehicle).	M	
9.3.10	As a Supervisor I can be notified or otherwise see Field Interviews that are ready for my review so that I can complete reviews in a timely manner.	M	
9.3.11	As a Supervisor I can quickly and accurately review Field Interview information so that I can complete my reviews in a timely and accurate manner.	M	
9.3.12	As a Supervisor I can approve Field Interviews with or without additional comment so that the Field Interviews can be moved on in the workflow.	M	
9.3.13	As a Supervisor I can kickback Field Interviews with additional comments so that the Field Interviews can be returned to the Officer for correction.	M	

#### 9.4 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

## 9.5 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **10.0 FUGITIVE WARRANTS**

### **10.1 Definition**

Fugitive Warrants involves the documentation of facts surrounding the receipt, tracking and execution of Arrest Warrants.

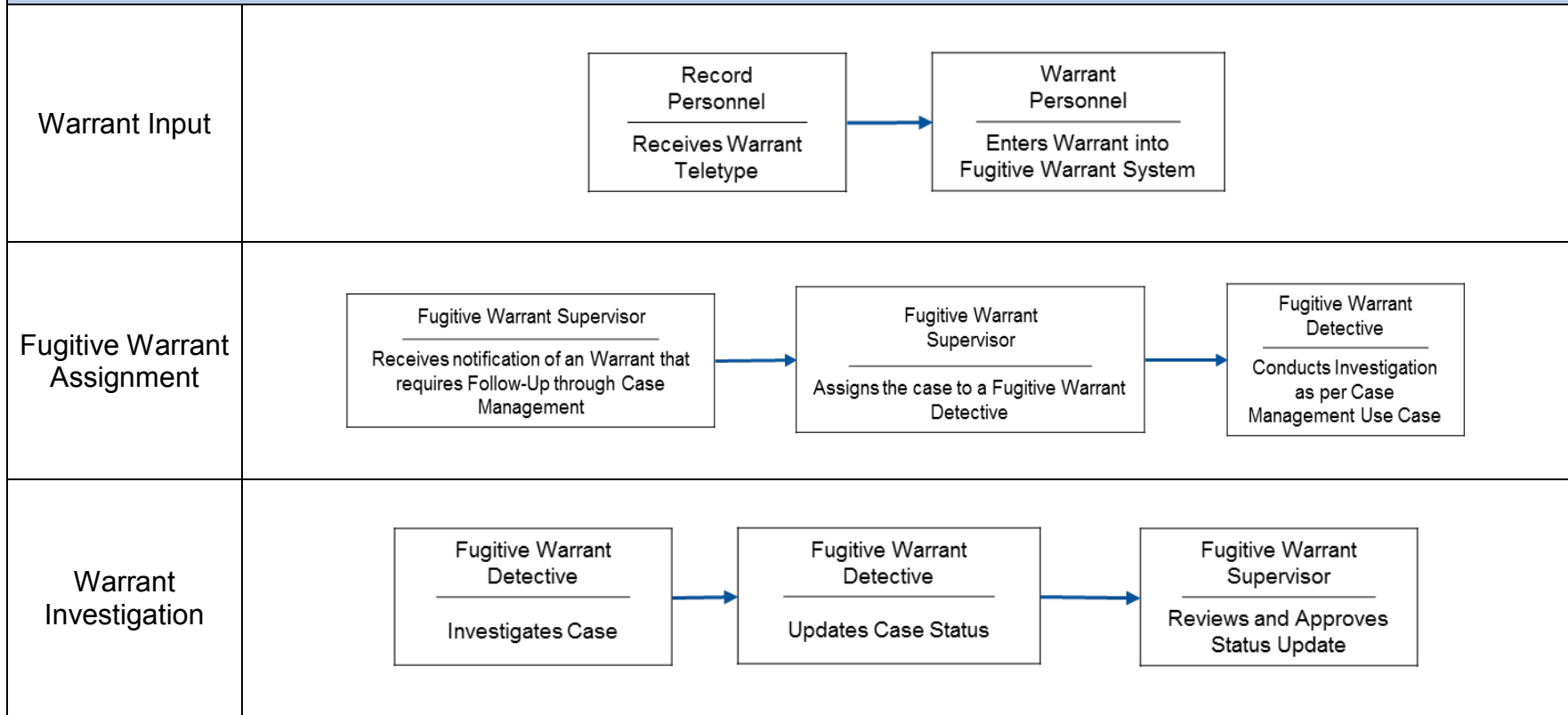
### **10.2 General Information**

- The LAPD Records and Identification (R&I) Division receives fugitive warrants each year from various courts. There are currently approximately 32,000 active warrants on file.
- The Fugitive Warrant Section of the Gang and Narcotics Division is responsible for the tracking and apprehension of wanted people and receives warrant information from R&I.

### **10.3 Current Challenges**

- Each new warrant case is handled independently. Once a case is closed, the information used to locate the fugitive is mostly filed away with the case. Valuable information and insights from the past are not readily available to an investigating officer that may come into contact with the same fugitive at some time in the future.
- The logging and record keeping of an investigator's activity to find a fugitive is largely manual and varies between investigators. It can be difficult to create a timeline or show investigative activity over long periods of time.
- Basic searching of both LAPD and publicly available information often requires accessing several systems and manually looking for relationships. It can be difficult, time consuming and highly reliant on the investigators own experience.
- Sharing of best practices and "checklists" of the investigators process for conducting investigations, collaboration between investigators and other LAPD units is ad hoc.
- Contacts that other LAPD units may have with people of interest or known associates of fugitives are difficult to track and are not timely.

### High Level Future State Workflow



## 10.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Fugitive Warrants Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
10.4.1	As a Records Personnel I can quickly and accurately receive warrants from the Courts so that they can be recorded into LAPD systems and distributed to the appropriate LAPD units according to workflow.	M	
10.4.2	As a Records Personnel I can associate a Warrant to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
10.4.3	As a Detective I can document Warrant investigative notes so that I can maintain a detailed and accurate historical record of my investigation.	M	
10.4.4	As a Detective I can exchange information with other investigators so that we can enhance the quality and timeliness of our investigations.	S	
10.4.5	As a Detective I can associate documents and/or multimedia (e.g., images, video, scanned documents, audio files) related to my Warrant so that they are readily accessible as part of my investigation.	M	
10.4.6	As a Detective I can set alerts to notify me when a search or contact made for a person of interest by other LAPD entities so that I can enhance my investigation.	S	
10.4.7	As a Detective I can be alerted of pending, or overdue investigative activities that need my attention.	S	

Number	Fugitive Warrants Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
10.4.8	As a Detective I can generate a comprehensive Warrant folder (printed or electronic) that contains all of the information that the District Attorney's Office or other outside entity may request so that I can easily and quickly provide all relevant Warrant documentation.	M	
10.4.9	As a Detective I can enter notes during the investigation that can provide important information to the next Investigator if the fugitive ever has another Warrant issued for their arrest.	M	
10.4.10	As a Detective I can use information from the Warrant and my investigation so that I can complete my arrest report in a timely manner.	M	
10.4.11	As a Detective I can easily search both internal and external sources of information so that I can identify leads that will help in my investigation and location of the fugitive.	M	
10.4.12	As a Supervisor I can make or change Warrant case assignments based on workflow rules (e.g., location, type, and workload) so that I can quickly assign Warrants to Detectives for investigation.	M	
10.4.13	As a Supervisor I can track all relevant Warrant management activities so that I can follow the progress of Warrants being investigated.	M	
10.4.14	As a Supervisor I can electronically view unassigned Warrants so that I can assign them to an Investigator or an investigative team.	M	
10.4.15	As a Supervisor I can monitor Warrant activity and status so that I can easily know the status of each Warrant that I am supervising and what next-actions are required, by whom and by when.	M	
10.4.16	As a Supervisor I can monitor Detective workloads so that I can manage caseloads.	M	

## 10.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

## 10.6 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.



## **11.0 INCIDENT REPORTING**

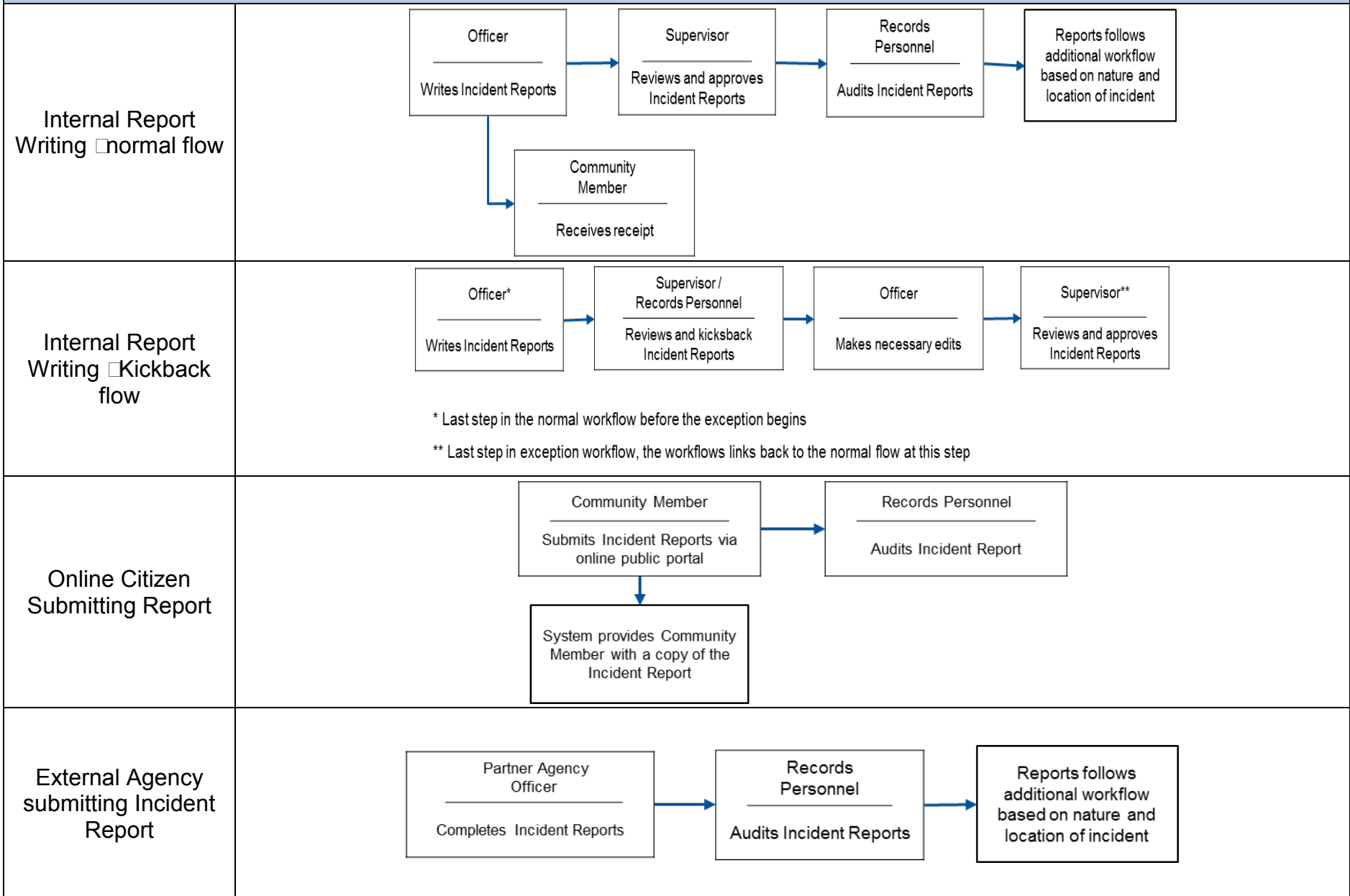
### **11.1 Definition**

Incident Reporting involves the documentation of facts surrounding a Police response. Incident Reporting includes the completion of one or more official Incident Reports needed to create and maintain an official record of a specific event.

### **11.2 General Information**

- The LAPD completes approximately 400,000 Investigation Reports (IR) per year. Most Incident Reports originate as a result of a call for service, walk-in, or an Officer-initiated event. A smaller number of Reports originate from other sources such as Citizen self-reporting or referrals from Partner Agencies operating within Los Angeles City Limits and providing copies of reports written about incidents that occurred within Los Angeles City Limits (e.g., CHP or UCLA Police writing a report and providing a copy to LAPD).
- A single Incident may require an Officer to complete one or more paper forms to make up the complete report. A full list of all of the current LAPD report forms is provided in Exhibit 14.
- All Incident Reports follow manual approval and distribution workflow. The basic workflow for all reports is that a Supervisor must review and approve a report before it is distributed. Workflows can vary by Report type and the location of the report.
- Most Incident Reports will require additional work or follow-up such as an investigation. This follow-up work will typically be assigned to an LAPD Detective and will follow a series of secondary workflow events (see Case Management Use Case).
- LAPD currently reports crime statistics using Uniform Crime Reporting (UCR), but may in the future move to National Incident Based Reporting System (NIBRS).

## High Level Future State Workflow



### 11.3 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Incident Reporting Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
11.3.1	As an Officer I can quickly and accurately record all of the information necessary to complete an Incident Report so that I can complete the Incident Report in a timely and accurate manner.	M	
11.3.2	As an Officer I can capture additional information using Department issued devices such as cameras and other recording devices and/or associate an Incident Report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance the Incident Report with additional information.	M	
11.3.3	As an Officer I can capture digital information from other sources such as CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Incident Report.	M	
11.3.4	As an Officer I can complete Incident Reports from various locations and devices so that I can complete Incident Reports when and where it is most convenient and safe to do so.	M	
11.3.5	As an Officer I can start and stop writing an Incident Report at any time and continue where I left off so that I can avoid re-entering information if I'm unable to complete an Incident Report at a specific time.	M	

Number	Incident Reporting Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
11.3.6	As an Officer I can be prompted to include required information and use only acceptable field values so that I can produce Incident Reports that are accurate and error-free.	M	
11.3.7	As an Officer I can provide an Incident Report Consumer with information about the Incident Reports that I am writing so that they can easily follow-up, provide additional information or get status with the appropriate people at the LAPD as needed.	M	
11.3.8	As an Officer I can submit my Incident Reports for review and approval as soon as they are ready so that the Incident Reports can be finalized and made available to others as quickly as possible.	M	
11.3.9	As an Officer I can associate an Incident Report to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
11.3.10	As an Officer I can notify others (e.g., Detectives) of a Report that I am writing before the Report is complete, so that I can improve the timeliness of communications with others, especially for time sensitive cases.	M	
11.3.11	As a Supervisor I can be notified or otherwise see Incident Reports that are ready for my review so that I can complete reviews in a timely manner.	M	
11.3.12	As a Supervisor I can approve Incident Reports with or without additional comment so that the Incident Report can be moved on in the workflow.	M	
11.3.13	As a Supervisor I can kickback Incident Reports with additional comments so that the Incident Report can be returned to the Officer for correction.	M	
11.3.14	As a Records Personnel I can audit Incident Reports and provide additional information for compliance with Departmental, State, Federal, or other guidelines. (e.g., UCR, NIBRS Reporting).	M	
11.3.15	As a Records Personnel I can audit Incident Reports for accuracy and kickback those Incident Reports that are incomplete or are in need of correction so that a previous user can make any necessary corrections.	M	

Number	Incident Reporting Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
11.3.16	As a Records Personnel I can receive paper and/or electronic Incident Reports from Partner Agencies so I can enter the information into LAPD's RMS and determine or trigger any next steps that may be required in LAPD's workflow.	M	
11.3.17	As a Records Personnel I can produce public copies of Incident Reports with the proper levels of redaction so that I can conform to public requests and be in compliance with Departmental or other privacy policies.	M	
11.3.18	As an Authorized System User I can print Incident Reports on standard LAPD approved paper forms as well as create electronic copies suitable for emailing and printing (e.g., PDF) so that I can produce the required paperwork and physical copies of Incident Reports as required.	M	
11.3.19	As a Community Member I can submit certain reports of minor crimes to the LAPD and receive a copy of the submitted Incident Report so I can retain a copy for my records.	M	

#### 11.4 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

#### 11.5 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a "Yes" meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **12.0 JAIL MANAGEMENT**

### **12.1 Definition**

The Jail process involves the intake, classification, housing and transportation of people arrested within the City of Los Angeles.

### **12.2 General Information**

- The LAPD Jail Division consists of ten (10) jails located throughout the City. There are three (3) larger regional jails (Metro, 77th and Valley) and seven smaller area jails, four of which are temporarily closed. The Jail Division has capacity to house approximately 1,400 Arrestees and the typical number of Arrestees in custody at any one time is between 350 and 500.
- Arrestees can be detained at LAPD Jail facilities for up to 48 business hours, after which time they must either be arraigned or released.
- When an Arrestee is ready for arraignment, the LAPD will transfer custody of the Arrestee to the Los Angeles County Sheriff's Department (LACSD) who then assumes responsibility for the transportation of the Arrestee to Court for arraignment. After arraignment, the Arrestee is either released or detained at a LACSD jail facility. Only in a very small percentage of cases, by exception or error, will an Arrestee be returned to an LAPD Jail by the LACSD.
- The LAPD uses the LAPD Decentralized Automated Booking Information System (DABIS) to enter booking information, to obtain a booking number from the County's Automated Justice Information System (AJIS) and make basic assignments of an Arrestee's status, but does not use AJIS to track an Arrestee's status or activity within the LAPD jail.

### **12.3 Current Challenges**

- The identification, classification and housing assignment processes are time consuming, as they are largely manual and highly dependent on the Jail staff's experience.
- The management of housing moves and the documentation of interactions with in-custody Arrestees is time consuming and cumbersome as it is largely a manual process using a variety of Excel spreadsheets at each facility.
- It is difficult to obtain real-time operational information about current in-custody Arrestees, for example to answer the question, "how many people are in custody Citywide right now," requires calls to each jail.
- It is difficult to produce management reports about in-custody activity, as the reports are located at each facility. For example "how many medical requests did we complete last month?"

- The history of an Arrestee's stay at an LAPD Jail facility is difficult to piece together as the record of moves and changes may be located on one or more separate Excel files.
- Historical information of an Arrestee's behavior or conditions at the time of a previous stay are not readily accessible, which can make it more difficult to classify an Arrestee and more dangerous for Jail personnel.
- Information about Arrestee housing (e.g., where they were housed and who they were housed with) is not readily available for investigative purposes.

### High Level Future State Workflow

Jail Input	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p style="text-align: center;">Detention Officer</p> <hr style="width: 50%; margin: 0 auto;"/> <p style="text-align: center;">Inputs holding cell information for Arrestee</p> </div>
Jail Arrestee Disposition	<div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="border: 1px solid black; padding: 10px; width: 150px; text-align: center;"> <p>Detention Officer</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Request for Arrestee Disposition</p> </div> <span style="font-size: 24px; color: blue;">→</span> <div style="border: 1px solid black; padding: 10px; width: 150px; text-align: center;"> <p>Supervisor</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Reviews and Approves Disposition</p> </div> </div>
Jail Disposition <input type="checkbox"/> Exception flow	<div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> <div style="border: 1px solid black; padding: 10px; width: 150px; text-align: center;"> <p>Detention Officer*</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Request for Arrestee Disposition</p> </div> <span style="font-size: 24px; color: blue;">→</span> <div style="border: 1px solid black; padding: 10px; width: 150px; text-align: center;"> <p>Supervisor</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Reviews and kicksback Disposition</p> </div> <span style="font-size: 24px; color: blue;">→</span> <div style="border: 1px solid black; padding: 10px; width: 150px; text-align: center;"> <p>Detention Officer**</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Request for Arrestee Disposition</p> </div> </div> <p style="margin-top: 20px;">* Last step in the normal workflow before the exception begins</p> <p>** Last step in exception workflow, the workflows links back to the normal flow at this step</p>



## 12.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Jail Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
12.4.1	As a Detention Officer I can quickly and accurately record all of the information required to properly process an Arrestee for housing and to record an accurate history of their stay at an LAPD jail.	M	
12.4.2	As a Detention Officer I can capture additional information using department issued devices such as cameras and other recording devices and/or associate the report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance the Jail Record Report with additional information.	S	
12.4.3	As a Detention Officer I can capture digital information from other sources such as AFIS, CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Jail Record.	C	
12.4.4	As a Detention Officer I can be prompted by the system to include required information and use acceptable field values so that I can produce Jail Record that are accurate and error-free.	S	
12.4.5	As a Detention Officer I can classify an Arrestee for housing based on certain questions or criteria so that I can make the most appropriate housing decision.	M	

Number	Jail Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
12.4.6	As a Detention Officer I can maintain records of an Arrestee's personal property storage so that I can ensure its safekeeping and eventual release with the Arrestee.	M	
12.4.7	As a Detention Officer I can record housing assignments, moves and changes so that I can maintain an accurate history of an Arrestee's housing assignments at LAPD facilities.	M	
12.4.8	As a Detention Officer I can record miscellaneous actions and/or activity associated with an Arrestee's stay so that I can maintain an accurate history of an Arrestee's activity during their stay at LAPD facilities.	M	
12.4.9	As a Detention Officer I can produce a list of all people an Arrestee has been housed with at any time within an LAPD Jail facility.	M	
12.4.10	As a Detention Officer I can indicate that an Arrestee should not associate with other specific Arrestees so that I can ensure those that should be housed separately are kept separate.	M	
12.4.11	As a Detention Officer I can set and maintain alerts on an Arrestee so I can indicate if there is anything about that Arrestee that an officer should know before interacting with them to improve Officer safety.	M	
12.4.12	As a Detention Officer I can view accurate housing information (e.g., current location, recent moves) of an Arrestee at any Jail facility so that I can quickly ascertain an Arrestee's location and status.	M	
12.4.13	As a Detention Officer I can be provided with something to physically attach to Arrestee that allows me to easily identify them and know relevant information about them.	M	
12.4.14	As a Detention Officer I can indicate if the Arrestee visited a physician while in custody so I can provide proof that the Arrestee received medical care.	M	

Number	Jail Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
12.4.15	As a Detention Officer I can track visits to an Arrestee so I can maintain an accurate record of visitation and known associates for investigative purposes.	M	
12.4.16	As a Detention Officer I can associate a jail record to other RMS records so that I can maintain a history of events and their relationships.	M	
12.4.17	As a Detention Officer I can print an activity log that provides information about locations and activities of an Arrestee during their time at the LAPD Jail.	M	
12.4.18	As a Detention Officer, Supervisor, Records Personnel or other authorized user I can print Jail records on standard LAPD approved paper forms as well as create electronic copies suitable for emailing and printing (e.g., PDF) so that I can produce the required paperwork and physical copies of Incident Reports as required.	M	
12.4.19	As a Supervisor I can view real-time Jail status of one, a combination of all Jail facilities throughout the City so that I can make decisions based on key indicators of performance and space-availability.	M	
12.4.20	As a Supervisor I can be notified or otherwise see Jail Records that are ready for my review so that I can complete reviews in a timely manner.	M	
12.4.21	As a Supervisor I can quickly and accurately review Jail Record information so that I can complete my reviews in a timely and accurate manner.	M	
12.4.22	As a Supervisor I can approve Jail Records with or without additional comment so that the Jail Record can be moved on in the workflow.	M	
12.4.23	As a Supervisor I can kickback a Jail Record with additional comments so that the Jail Record can be returned to the Detention Officer for correction.	M	

## 12.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is

encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

## **12.6 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **13.0 JUVENILE CONTACTS**

### **13.1 Definition**

Juvenile contacts involve the special handling of not only information relating to juveniles, but also to different workflows depending on the case type. The Juvenile justice system requires special handling of information about Juveniles, including the need to comply with various local, state and federal privacy laws for record keeping as well as the ability to seal or otherwise protect juvenile records past a certain age.

### **13.2 General Information**

- A Juvenile is considered any person under the age of 18.
- Juvenile contacts are grouped into two primary categories: Dependents and Delinquents. Dependents are those contacts where the juvenile is the victim of a crime. Delinquents are those contacts where the juvenile is the suspect in a crime or other contact.
- The Juvenile Division consists of 89 sworn and 10 civilian personnel who are responsible primarily for Juvenile Dependent cases including child abuse and child exploitation investigations. The Juvenile Division also oversees the Department's youth programs and provides Departmental expertise on Juvenile matters such as advice, consulting, and training.
- Cases where the Juvenile is the victim (dependents) are reported to the Juvenile Division through LAPD police reports or through Suspected Child Abuse Reports (SCAR), which originate from LA County Department of Children and Family services (DCFS). The LAPD receives SCARs through an online County reporting system called eSCAR. Most of the eSCAR reports will result in an LAPD report, investigation and follow-up. LAPD handles approximately 25,000 SCARs per year.
- Cases where the Juvenile is a suspect (delinquents) are mostly handled by the area Division and are coordinated closely with County Probation.

### **13.3 Current Challenges**

- Juvenile contacts often involve tracking compliance with certain Departmental and legal requirements, such as notifications to be made within a certain period of time. It can be difficult for the officer to know exactly what is required when, so a required notification may be late or missed. Auditing for compliance can also be difficult making it harder to identify areas for improvement.
- A small portion of child abuse cases are tracked in an LAPD system called Child Abuse Tracking System (CATS). This system provides basic tracking but is not connected to other LAPD systems.

- The LA County Juvenile Automated Index (JAI) is a countywide database of juvenile contacts. LAPD understands that the County may have plans to retire this system. If that happens, the LAPD may be left with no centralized tracking of juvenile contacts.
- Some reports are hand-written and not all of the information is entered into systems of record, it can be difficult to audit reports for compliance with various juvenile rules and requirements. This is especially true for supervisors who are responsible for reviewing the initial reports (e.g., have all of the proper notifications been made).
- Obtaining information from the Juvenile Probation system is largely manual and can require several phone calls. It is difficult to ascertain if a juvenile is on probation and/or any other important information relating to at-risk youths.
- Juvenile contacts, especially missing person's reports, often require additional paperwork to be completed under certain circumstances. These can be time consuming to complete and it can be difficult for the officer to know what forms are required when.

### 13.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a "Yes" meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Juvenile Contacts Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
13.4.1	As an Officer or Civilian Investigator I can document required information about a Juvenile contact so that I can remain in compliance with laws pertaining to Juveniles.	M	
13.4.2	As an Officer or Civilian Investigator I can be made aware of required notifications or special handling needed during a juvenile contact so that I can ensure compliance with juvenile policies.	M	

Number	Juvenile Contacts Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
13.4.3	As an Officer or Civilian Investigator, I can ascertain if a Juvenile is on probation or has a record within the L.A. County Department of Children and Family Services, so that I can consider that information during my investigation.	M	
13.4.4	As an Officer or Civilian Investigator I can receive eSCARs from the County and begin a new investigation or associate it with an existing investigation so that I can accurately document the handling of the SCAR.	M	
13.4.5	As a Supervisor I can monitor compliance with Juvenile contact policies so that I can ensure officers are meeting all of the compliance requirements.	M	
13.4.6	As Supervisor I can receive a notification anytime an Officer completes a report containing a Juvenile contact, so I can follow-up with the officer if necessary.	M	

### 13.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

### 13.6 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **14.0 MANAGEMENT REPORTING**

### **14.1 Definition**

Management Reporting involves the creation and distribution of informational reports derived from the aggregation of RMS data. Management reports may include information about crime statistics, as well as internal operational metrics.

### **14.2 General Information**

- COMPSTAT reports are prepared for each of the 21 Operations Divisions and most of the other Citywide Divisions. COMPSTAT reports include both incident data and operational metrics. In total, LAPD maintains over 100 different COMPSTAT report profiles and reports on over one thousand data elements.
- The LAPD produces UCR reports for State and Federal reporting purposes.
- The LAPD produces a wide range of other standardized and ad hoc reports.

### **14.3 Current Challenges**

- The LAPD currently maintains over 100 report profiles and reports over a thousand data elements within these profiles to support COMPSTAT reporting. Maintaining these profiles and making changes can be time consuming.
- A significant amount of reports are compiled from information that exists in over a dozen different systems. A team of over 20 full-time individuals spend significant time and energy compiling this information and validating it for accuracy. This information is compiled into Excel Spreadsheets and exported for distribution.
- Some metrics are not recorded electronically, or not made available electronically in a timely manner, and are reported using excel spreadsheet templates. The information in these reports is calculated based on hand-written logbooks.
- Excel is the primary application being used to manage the data for reports. Because this solution wasn't designed for this specific type of reporting, it is extremely difficult to maintain consistency within the reports due to the lack of controls built into the reports.
- The information contained in Police Reports is not timely and/or not readily available to the LAPD. Since Police Reports are paper-based forms and manually entered into various and separate systems of record, there can be a considerable delay of several days to several weeks before the information is available to the LAPD. This greatly diminishes the accuracy of reports based on this data.



## 14.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Management Reporting Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
14.4.1	As a Report Producer I can aggregate data elements found in records so I can create comprehensive reports with all relevant data.	M	
14.4.2	As a Report Producer I can create report templates that will automatically run based on a pre-determined time that I indicate (Monthly, Weekly, etc.).	M	
14.4.3	As a Report Producer I can create report templates that will automatically be sent to individuals on pre-determined distribution lists once the report is completed.	M	
14.4.4	As a Report Producer I can build reports using every field of operational data (e.g., data entered by a user) so that I can create reports utilizing all of the data stored within the RMS.	M	
14.4.5	As a Report Producer I can build reports using data that is not contained in the RMS so I create a single report with all relevant information necessary to support decision-making at any level.	M	

## 14.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

#### **14.6 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## 15.0 MASTER INDICES

### 15.1 Definition

A "master index" refers to the ability to define special record types used to maintain persistent historical information about entities.

A master index "record type" defines a material thing that shares a common set of characteristics or attributes (e.g., Person, Vehicle, Organization, Property).

An "entity" is a unique occurrence of particular master index record type (e.g., a specific identified person or vehicle) used to maintain a persistent record of involvement over time with events and/or associations with other entities.

### 15.2 General Information

- The LAPD does not currently maintain "master records" for entities. Information is collected and stored by report on a form-by-form basis.

### 15.3 Current Challenges

- It is difficult to know a person's (or other entity such as a vehicle) involvement with the LAPD over time since person information is entered independently on each report.
- In most systems where name search is available, several instances of the same person will be returned. It is difficult to see a consolidated list of a person's involvement and associations over time.
- Since person information is entered in multiple systems and from multiple reports it is often duplicated and not easily found.
- It is difficult to create and maintain associations between people and events over time.
- It is difficult to maintain information that is collected over time about a particular person, even though there may be several contacts over time.
- Information has to be "re-entered" every time a person is contacted.

### 15.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a "Yes" meaning the functionality cannot be met

with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Master Indices Requirements	Priority	Response
M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could			
15.4.1	As an Officer I can create a new Entity or reuse information about an existing Entity so that I can complete my reports in a timelier manner and ensure their accuracy.	M	
15.4.2	As an Officer I can update information about an Entity as I am writing a report so that I can enhance the historical record and help to maintain its accuracy.	M	
15.4.3	As an Officer I can add multiple values for the same fields, so that I can collect and maintain accurate information about an Entity (e.g., contact info, descriptions, alias).	M	
15.4.4	As an Officer I can record accurate location information about an Entity so that I can maintain accurate geographical information about an Entity (e.g., location, address, etc.).	M	
15.4.5	As an Officer I can view an Entity's history of involvement and association with reports and other Entities (people, vehicles, etc.) so that I can see a complete and accurate record of an Entities interactions with the Department over time.	M	
15.4.6	As an Officer I can view an Entity's history of changes to various attributes over time, so that I can see a complete and accurate record of an Entities changes over time (e.g., physical characteristics, contact info, associations, etc.).	M	
15.4.7	As an Officer I can search for Entities by one or a combination of attributes so that I can quickly locate Entities based on specific search criteria.	M	
15.4.8	As an Officer I can associate additional information not related to a specific report or case with an Entity so that I can enhance the entity record (e.g., warnings, hazards, public safety information).	M	

Number	Master Indices Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
15.4.9	As an Officer I can associate an Entity with other records, such as reports, licenses, permits, warrants, orders, etc. so that I can reduce data entry times and maintain accurate records.	M	
15.4.10	As an Officer I can create alerts and notifications about an Entity so when the Entity appears on a report or is searched for I can be notified.	M	
15.4.11	As a Records Personnel I can audit or otherwise review Entity entries so that I can ensure that records are accurate and free of errors and/or duplicate entries (i.e., positive identification, <input type="checkbox"/> clean <input type="checkbox"/> records).	M	
15.4.12	As a Records Personnel I can update, merge and separate Entity records so that I can ensure that they are accurate and free of duplicate entries.	M	
15.4.13	As a System Administrator I can create Entities with any number of attributes and add and modify those attributes over time so that I can enhance data collection and analytics capabilities as well as comply with industry standards such as NCIC, N-Dex and other data standards.	M	

### 15.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

### 15.6 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **16.0 OFFENDER REGISTRATION**

### **16.1 Definition**

Offender Registration involves the documentation of facts surrounding the tracking of individuals that are required to register with the City of Los Angeles as a condition of sentencing by a Court.

### **16.2 General Information**

- The LAPD maintains approximately 40,000 active registrations of various types including: sexual, arson and narcotics.
- Each of the 21 Divisions has a Registration Enforcement and Compliance Team (REACT) who is responsible for handling and tracking registrations in their area.

### **16.3 Current Challenges**

- There is no centralized system for associating people with a registration. Each REACT team maintains information in their own local database and this information is not available to others outside of the REACT team.
- The information associated with Registered Offenders is not timely nor readily available to others within the LAPD, which diminishes its operational and investigatory value.

**High Level Future State Workflow**

Inputting Record

Records Personnel  
\_\_\_\_\_  
Inputs Offender Registration Information  
from Teletype

## 16.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Offender Registration Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
16.4.1	As a Records Personnel I can quickly and accurately record all of the information to input an Offender Registration in a timely and accurate manner.	M	
16.4.2	As a Records Personnel I can be prompted to include required information and use acceptable field values so that I can produce Offender Registrations that are accurate and error-free.	M	
16.4.3	As a Records Personnel I can start and stop report writing at any time and continue where I left off so that I can avoid re-entering information if I'm unable to input an Offender Registration at a specific time.	M	
16.4.4	As a Records Personnel I can provide a Report Consumer (e.g., the public or officers from another agency) with information about the Offender Registration so that they can follow-up, provide additional information or get status with the appropriate people at the LAPD as needed.	M	
16.4.5	As a Records Personnel I can associate a Registered Offender to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
16.4.6	As a Records Personnel I can associate a Registered Offenders Record to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	



Number	Offender Registration Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
16.4.7	As a Supervisor I can be alerted of pending, or overdue registration activities that need my attention.	M	
16.4.8	As a Supervisor I can assign an overdue Offender Registration to Detectives through case management for a follow-up investigation.	M	

**16.5 Contractor General Response to Requirements:**

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

**16.6 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **17.0 PAWN METAL**

### **17.1 Definition**

Pawn involves the documentation of facts surrounding the licensing, inspection, and oversight of Pawn Shops, Secondhand stores, and Metal yards within the City of Los Angeles.

### **17.2 General Information**

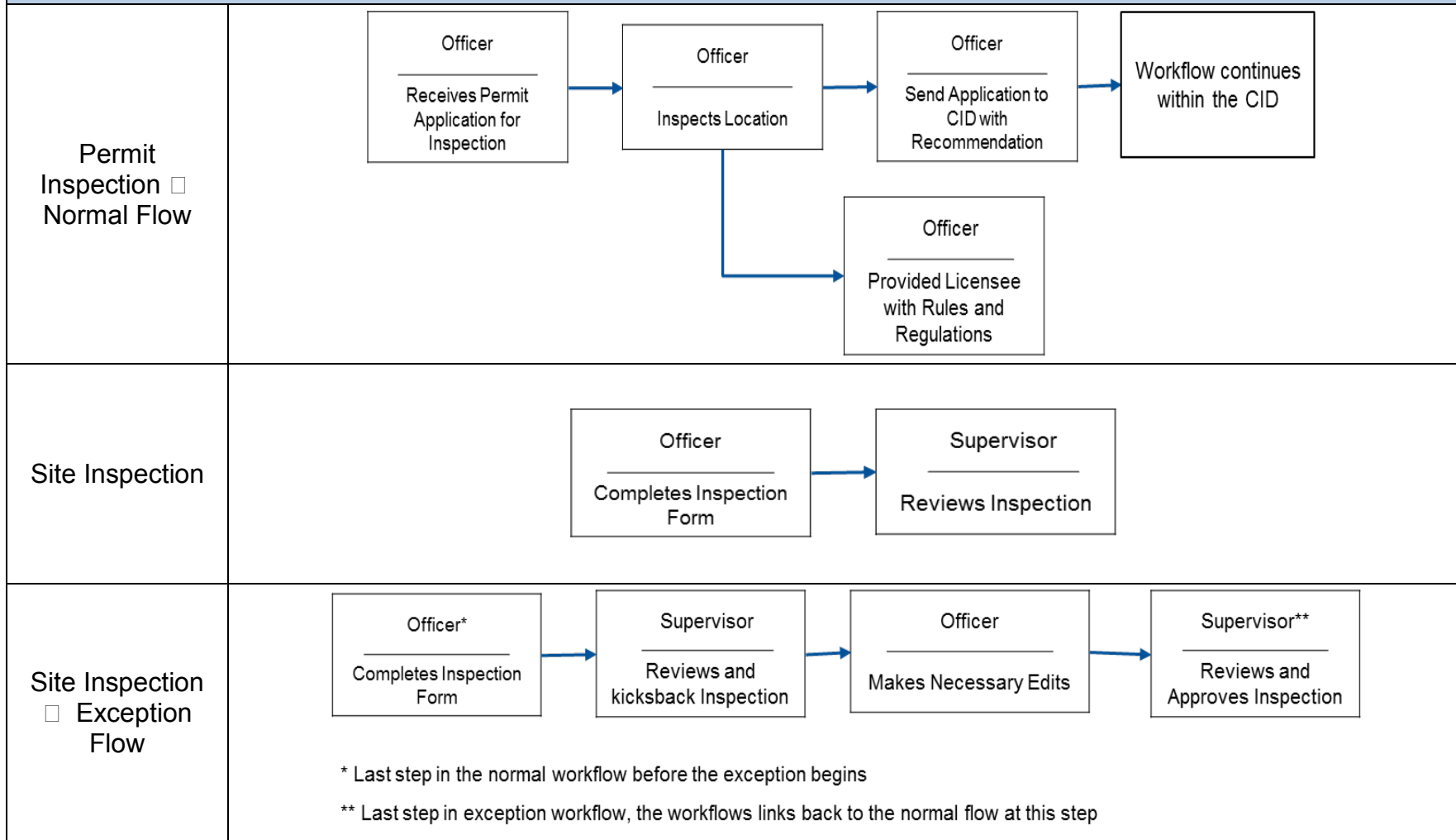
- Pawn Section Detectives are responsible for conducting Police Commission permit applicant investigations for Pawnshops, Secondhand Dealers (e.g., Used Books, Used Record, Antique Shops), and single use secondhand merchandise events. There are approximately 400 permit investigations conducted each year.
- Pawn Section Detectives are responsible for the inspection of approximately 117 licensed Pawnshops and more than 3,000 Secondhand Dealers within the City of Los Angeles.
- Pawn Section Detectives are responsible for the receipt of Pawnbroker/Secondhand Dealer Reports (California Department of Justice form JUS123), which record the transfer of property between individuals and Pawn Shops/Secondhand stores. These reports are received both as paper and electronically depending on the type of store. The Pawn Section receives and processes approximately 860,000 JUS123 Dealer Reports per year.
- The LAPD's Records and Identification Division (R&I) is responsible for entering serialized pawned property into CLETS/NCIC. Non-serialized property is not entered into any system.
- Pawn Section Detectives are responsible for the identification and recovery of stolen property that has been received by Pawn and Secondhand Dealers.
- The Metal Theft Unit is responsible for the application, investigation, supervision, and inspection of approximately 100 junkyards and metal dealers. This unit coordinates the investigation of stolen metal sold to these dealers.

### **17.3 Current Challenges**

- Receiving and processing Dealer Reports is time consuming. Dealers can submit reports on paper or electronically. Electronic reports can be emailed or mailed on CD or some other media. In 2013, the Pawn Unit received approximately 2,000 CDs containing property information.
- Writing and tracking of Pawn Inspection Reports can be time consuming. Inspection reports are hand-written and not entered into a centralized system.

- It is difficult to maintain an accurate schedule of when inspections are due and to prioritize upcoming inspections based on investigatory or enforcement priorities.
- Information contained on Dealer Reports and Inspection Reports is not readily available to other units outside of the Pawn Unit, which diminishes any investigative value these reports may contain.
- It is not easy to know if an existing licensee is arrested or otherwise has charges against them when a license is due for renewal or inspection.

### High Level Future State Workflow



## 17.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Pawn Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
17.4.1	As an Officer I can quickly and accurately gather and record information related to inspections that I am conducting so that I can complete inspection reports in a timely and accurate manner.	M	
17.4.2	As an Officer I can capture additional information using Department issued devices such as cameras and other recording devices and/or associate the report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance Inspection Reports with additional information.	S	
17.4.3	As an Officer I can capture digital information from other sources such as LATAX, CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Pawn Reports.	M	
17.4.4	As an Officer I can be prompted to include required information and use acceptable field values so that I can produce Pawn Reports that are accurate and error-free.	S	
17.4.5	As an Officer I can complete Inspection or Application Reports from various locations and devices so that I can complete Inspection Reports when and where it is most convenient and safe to do so.	S	

Number	Pawn Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
17.4.6	As an Officer I can start and stop report writing at any time and continue where I left off so that I can avoid re-entering information if I'm unable to complete a Pawn Report at a specific time.	S	
17.4.7	As an Officer I can accept and quickly process JUS123 forms that are received in paper and electronic format so that I can maintain an accurate record of the information contained on the JUS123 Reports for investigative purposes.	M	
17.4.8	As an Officer I can identify inspections that require completion within a certain period of time or that are overdue so that I can prioritize my inspection activities.	M	
17.4.9	As an Officer I can compare Pawned items with other property records (e.g., stolen) so that I can identify possible matches of stolen property that has been Pawned.	S	
17.4.10	As an Officer I can easily identify people making multiple pawn transactions (Arrestees, Criminal History, ability to red flag specific attributes of a community member pawning property) within a certain period of time so that I can focus investigative resources.	S	
17.4.11	As an Authorized User I can print Pawn Reports on standard LAPD approved forms so that I can produce required paperwork as required in either printed or electronic (e.g., PDF) format.	M	

### 17.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

### 17.6 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any

requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **18.0 PROPERTY □ EVIDENCE**

### **18.1 Definition**

Property involves the documentation of facts surrounding the handling of property. This includes receiving, storing, tracking (i.e., maintaining chain of custody), inventory, checking in and out, releasing for court and forensic analysis, and eventual disposition of all Property (evidence, non-evidence, and excess personal property) held by the LAPD.

### **18.2 General Information**

- LAPD's Property Division serves the 21 geographic Divisions of the LAPD as well as over a dozen outside agencies. The Property Division has property rooms located throughout the City of Los Angeles, including the central facility at the Metropolitan Detention Center (MDC) in downtown Los Angeles, and a satellite facility at the Van Nuys Division in the San Fernando Valley.
- The Property Division processes and ensures the safe keeping of more than three million pieces of property in the course of a year.
- Property items include evidence and non-evidence items such as found property, safekeeping, and excess personal property of arrested individuals while they are in the custody of the LAPD.
- The Automated Property Information Management System (APIMS) currently contains approximately 12.4 million active and 241 million inactive property item records.
- The Property Division receives approximately 137 property cases per day with an average of five (5) items per case.
- In addition to the Property Division, the LAPD SID Technical Lab also maintains evidentiary property. SID Tech Lab staff will respond to crime scenes to collect evidence, take photographs and lift fingerprints. These items become evidence and may be stored at either tech lab locations or be booked into property. There are approximately

### **18.3 Current Challenges**

- Property information is not readily available to investigators and often requires manual requests and phone calls to request or view held items. This can be time consuming and delay critical investigations.
- Detectives are required to provide timely Property disposition updates. This process is largely manual and very time consuming which causes a backlog of Property items awaiting a disposition update.
- The manual disposition approval process makes it difficult to get timely updates, on what Property can be disposed of. Providing Detectives with all



relevant information at the time of the disposition request would aid the Detectives in understating if the Property can be approved for disposition.

- A lack of Property disposition approvals result in a significant amount of Property.
- The Property system is not able to include attachments of digital media associated with a property item.

## High Level Future State Workflow

Property Report Writing	<pre> graph LR     A[Officer Completes Property Report] --&gt; B[Supervisor Approves Property Report]     B --&gt; C[Records Personnel Audit Property Report]             </pre>
Property Report Writing <input type="checkbox"/> Exception	<pre> graph LR     A[Officer Completes Property Report] --&gt; B[Supervisor kicksback Property Report]     B --&gt; C[Officer Completes Necessary Edits]     C --&gt; D[Supervisor kicksback Property Report]             </pre> <p style="text-align: center;">* Last step in the normal workflow before the exception begins ** Last step in exception workflow, the workflows links back to the normal flow at this step</p>
Property Intake	<pre> graph LR     A[Property Officer Creates Record from Property Report] --&gt; B[Property Officer Stores Property]             </pre>
Property Check Out/Disposition	<pre> graph LR     A[Property Officer Receives Request for Property] --&gt; B[Property Officer Lookup Location and Retrieves Property]     B --&gt; C[Property Recipient Acknowledges Receipt of Property to maintain Chain of Custody]     C --&gt; D[Property Officer Update Property Record]             </pre>
Property Check In that was previously checked out	<pre> graph LR     A[Property Recipient Returns Checked Out Property] --&gt; B[Property Officer Acknowledges receipt of Property]     B --&gt; C[Property Officer Updates Property Record]     C --&gt; D[Property Officer Stores Property]             </pre>

## 18.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Property and Evidence Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
18.4.1	As an Officer I can quickly and accurately record all of the information required to complete the required Property Reports in a timely and accurate manner.	M	
18.4.2	As an Officer I can capture additional information using Department issued devices such as cameras and other recording devices and/or associate an Incident Report with data that has been captured on Department issued devices (such as body worn or in-vehicle cameras) so that I can enhance the Property Report with additional information.	M	
18.4.3	As an Officer I can capture digital information from other sources such as CAD, GPS, driver's license, vehicle registration and insurance information so that I can quickly and accurately record the information and complete the Property Report.	M	
18.4.4	As an Officer I can complete Property Reports from various locations and devices so that I can complete Property Reports when and where it is most convenient and safe to do so.	M	
18.4.5	As an Officer I can start and stop writing a Property Report at any time and continue where I left off so that I can avoid re-entering information if I'm unable to complete a Property Report at a specific time.	M	

Number	Property and Evidence Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
18.4.6	As an Officer I can be prompted to include required information and use only acceptable field values so that I can produce Property Reports that are accurate and error-free.	M	
18.4.7	As an Officer I can associate Property Reports to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
18.4.8	As an Officer I can flag reports where special circumstances exist so that others can be aware that a special circumstance is associated with that report and may require special attention.	M	
18.4.9	As a Supervisor I can be notified or otherwise see Property Reports that are ready for my review so that I can complete reviews in a timely manner.	M	
18.4.10	As a Supervisor I can approve Property Reports with or without additional comment so that the Property Report can be moved on in the workflow.	M	
18.4.11	As a Supervisor I can kickback Property Reports with additional comments so that the Property Report can be returned to the Officer for correction.	M	
18.4.12	As a Records Personnel I can audit Property Reports and provide additional information for compliance with Departmental, State, Federal, or other guidelines. (e.g., UCR, NIBRS Reporting).	M	
18.4.13	As a Records Personnel I can audit Property Reports for accuracy and kickback those Property Reports that are incomplete or are in need of correction so that a previous user can make any necessary corrections.	M	
18.4.14	As a Property Officer I can intake Property items by recording all information required for the classification, tracking and safe keeping of the item so that I can make appropriate Property assignment decisions.	S	
18.4.15	As a Property Officer I can capture additional information using department issued devices such as cameras and other recording devices so that I can enhance the Property Reports with additional information.	S	

Number	Property and Evidence Requirements	Priority	Response
	M □ Must, S □ Should, C □ Could		
18.4.16	As a Property Officer I can track item's location and movements for safety keeping and chain-of-custody purposes using bar coding, RFID or other similar tracking technology so that I can maintain an accurate and up to date record at all times.	S	
18.4.17	As a Property Officer I can track all Property that has been submitted and checked into Property rooms so that I can maintain and track items within LAPD's control.	M	
18.4.18	As Property Officer I can maintain a record of the location of any Property item that is or has been in LAPD possession so I can always know where to find a particular item, as well as know its storage history.	M	
18.4.19	As a Property Officer I can capture all data elements required to record a Property item (e.g., NCIC, agency-required information) so that I can record all relevant information associated with the Property.	M	
18.4.20	As a Property Officer I can continuously update the evidence collected over time so that I can keep an accurate record of any changes.	M	
18.4.21	As a Property Officer I can generate a receipt for items taken into custody so that I can provide documentation that Property was received and in my possession.	M	
18.4.22	As a Property Officer I can add information to the Property record for who and when the Property is checked in/out so that I can maintain accurate chain of custody reporting.	M	
18.4.23	As a Property Officer I can add Detective responsible to the Property record upon case assignment to the investigator so I can know whom to notify when the Property is available for disposition.	M	
18.4.24	As a Property Officer I can generate owner notification letters for owners of found, recovered and safekeeping items upon intake of such Property so that I can notify them their Property is in our possession and available for recovery.	M	

Number	Property and Evidence Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
18.4.25	As a Property Officer I can receive reminders that checked-out items are overdue so that I can follow up with the individuals who checked out those items.	M	
18.4.26	As a Property Officer I can print a report that lists all the Property at a specific location so I can audit locations for accuracy.	S	
18.4.27	As a Property Officer I can conduct a full inventory of Property by whatever category selected so that I can audit the accuracy of a specific category of Property.	S	
18.4.28	As a Property Officer I can alert Detectives of items that require review so that I can get approval to dispose of items no longer required for investigations.	S	
18.4.29	As a Property Officer I can be alerted of Property items that require disposal so that I can get approval to dispose of items no longer required for Detectives.	S	
18.4.30	As a Property Officer I can produce scheduled reports showing Property eligible for disposal so I can make plans for storage and Property inventory.	S	
18.4.31	As a Property Officer I can generate a report of Property eligible for return so that I can contact owners to pick up their Property.	S	
18.4.32	As a Property Officer I can generate a report of items eligible for auction so that I can pull items from their locations and get them ready for transportation.	S	
18.4.33	As a Property Officer I can view an auction report so that I can approve or deny items for auction, insert notes, or assign special instructions.	S	
18.4.34	As a Property Officer I can assign disposition of all items attached to a case at the same time so I can dispose of items no longer necessary for an investigation.	S	

Number	Property and Evidence Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
18.4.35	As a Property Officer I can generate reports by Property, time period, and Property sub-categories so that I can audit and inventory items that are supposed to be in a given area.	S	
18.4.36	As a Property Officer I can track all Property that has been submitted and checked into Property rooms so that I can maintain and track all items within LAPD's control.	S	
18.4.37	As a Property Officer I can create ad hoc mail merge templates so I can mail notifications to community members to come and retrieve their Property.	S	
18.4.38	As an Officer, Supervisor, Records Personnel or other authorized user I can print Property Reports on standard LAPD approved paper forms as well as create electronic copies suitable for emailing and printing (e.g., PDF) so that I can produce the required paperwork and physical copies of Property Reports as required.	M	
18.4.39	As a Property Officer I can transfer money items to a checking account and indicate in the system the money is still in our possession so I can store money in a bank account rather than a property room.	M	
18.4.40	As a Property Officer I can release a lump sum of money items to multiple individuals and document the amount each individual received so I can maintain accurate records.	M	
18.4.41	As a Property Officer I can release money to its owner at any time once they've been notified so I can quickly and efficiently return property to its owner.	M	
18.4.42	As a Property Officer I can notify the FOD of any funds eligible for escheatment so I can provide them with the necessary information to support the escheatment process.	M	

### 18.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is

encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

#### **18.6 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.



## **19.0 PROTECTION ORDERS**

### **19.1 Definition**

Protection Orders involve the documentation of facts surrounding special domestic orders that are issued by the Courts such as orders of protection, no contact and restraint. While the Courts issue the orders, the LAPD maintains a copy of all orders and maintains information about the people named in the orders and their associations with one another.

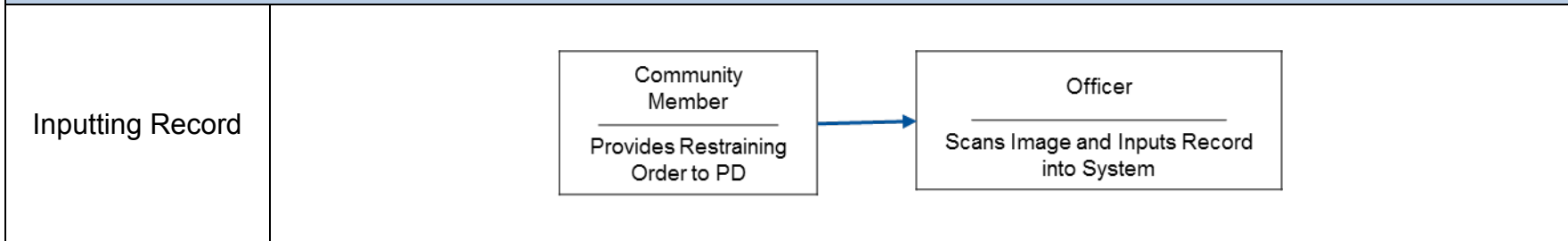
### **19.2 General Information**

- Protection Orders are maintained by and the responsibility of each of the 21 Area Divisions.
- The LAPD receives and processes a significant amount of Protection Orders, however, due to the paper-based tracking process, isn't able to provide and approximate number of Orders per year or the number that are currently maintained.
- Protection Orders typically contain information such as the issuing authority, effective time period, location, distance, restrictions, and type of contact prohibited.

### **19.3 Current Challenges**

- There is no single place or system where Restraining and Protection Orders are maintained.
- Restraining and Protection Orders are not returned in routine name searches so it is difficult for a Police Officer to know if a restraining or protection order is actually on file and valid for an individual.
- The information contained on Protection Orders and Restraints is often not timely nor readily available to the LAPD. Since Protection Orders and Restraints are paper-based forms and manually entered into various and separate systems of record, there can be a delay before the information is available to the LAPD.

### High Level Future State Workflow



## 19.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Protection Orders and Restraints Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
19.4.1	As an Officer I quickly and accurately record information from the Protection Orders that I receive from the Community Member so that the information can be available to LAPD users in a timely and useful manner.	M	
19.4.2	As an Officer I can be prompted to include required information and use acceptable field values so that I can maintain Orders that are accurate and error-free.	M	
19.4.3	As an Officer I can easily ascertain or otherwise verify when a Community Member has a Protection Order or other type of Order issued against them by the Court as part of a routine name search so that I can be made aware of this information in a safe and timely manner.	M	
19.4.4	As an Officer I can verify the status and/or request the verification of status of an Order so that I can determine from the field if the Order is still valid.	M	
19.4.5	As an Officer I can associate Protection Orders to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
19.4.6	As an Officer I can associate Protection and Restraining Orders to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	

## **19.5 Contractor General Response to Requirements:**

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

## **19.6 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **20.0 SEARCH**

### **20.1 Definition**

Search is the ability to quickly and accurately find information that is located both within and outside of the Records Management System.

### **20.2 General Information**

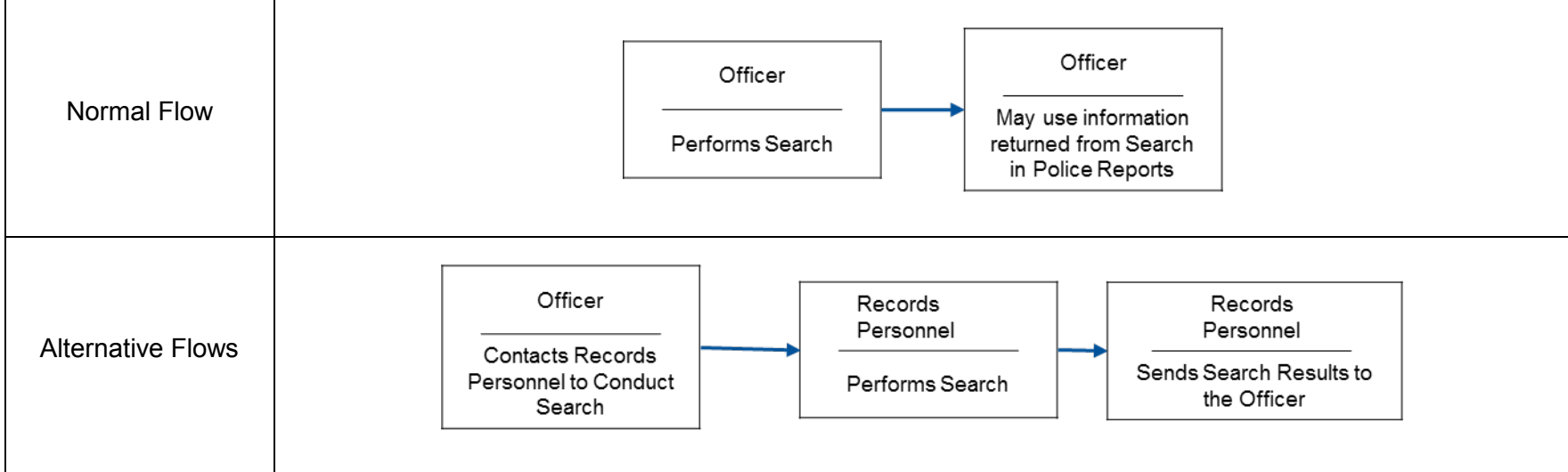
- The search experience varies greatly from system to system. Each system has its own unique Search functions and capability.
- Searches can be operational (e.g., a warrant check from the field), informational (e.g., find a specific incident) or analytical (e.g., find all calls within a certain time of a certain type).
- All system users perform searches of some type.

### **20.3 Current Challenges**

- Information is located across multiple systems, each with their own access control, user interface and Search functions making Searching for the same information across systems time consuming and very difficult.
- A high degree of familiarity with the different LAPD systems and the types of information stored in each system is required to perform Searches in a timely manner.
- Information is generally stored on an incident basis, meaning the same person (or vehicle) may appear many times in a search result. It is not possible to universally search for a person and return all of the incidents or events they are associated with.
- There is no way to accurately Search across LAPD information assets to know if information exists in a source that LAPD maintains.
- A majority of information follows a manual workflow and requires data entry that can be delayed several days to several weeks (or not entered at all), so Search results are often missing information or do not contain the most accurate or up to date information.
- Similar information is stored in multiple systems. This creates situations where conflicting information may be returned by a Search, (e.g., at the beginning of an investigation an individual may be listed as a witness, and later they have become a suspect) because the systems do not actively communicate and sync their data.
- Most system Searches are not intuitive or "user friendly" and require information to be entered in a very specific way in order to get the expected results.

- Citizens and partner agencies are not able to easily find otherwise publicly available information, so they rely on LAPD resources to complete basic Searches, which takes time away from other duties.

### High Level Future State Workflow



## 20.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a "Yes" meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Search Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
20.4.1	As a User I can perform a single system-wide free-text, <input type="checkbox"/> somehow describe without knowing what it is <input type="checkbox"/> Search so that I can quickly locate relevant information.	M	
20.4.2	As a User I can perform a specific Search for a specific type of event (e.g., report) or entity (e.g., people) using specific fields so that I can narrow my Search results and locate relevant information.	M	
20.4.3	As a User I can perform a Search using near or non-exact terms so that I can receive expected results even if the information I enter is imprecise or ambiguous (e.g., sound alike or misspelled names).	M	
20.4.4	As a User I can narrow Search results by performing a Search within a Search, so I can drill down the Search results if the initial Search was too broad.	M	
20.4.5	As a User I can perform <input type="checkbox"/> natural language <input type="checkbox"/> Search by describing what I am looking for so that I can perform a Search in a way that is more intuitive for me.	S	
20.4.6	As a User I can perform a Search of information that may be contained within or as a part of a record such as documents or attachments (e.g., PDF, images, and audio) so that my Search results are comprehensive.	S	



Number	Search Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
20.4.7	As a User I can perform a Search from various locations and devices so that I can Search for information when and where it is most convenient and safe to do so.	S	
20.4.8	As a User I can see my Search results in a ranked or <input type="checkbox"/> best result <input type="checkbox"/> order so that I can quickly locate the information that I am Searching for, even if multiple possible results exist.	M	
20.4.9	As a User I can send the results of a Search to another user so that they can view the results and/or use the information to complete an investigation or report.	S	
20.4.10	As a User I can save commonly performed Searches so that I can save time by reusing them.	S	
20.4.11	As a User I can Search external systems (e.g., CLETS, CALID) as part of a single RMS Search so that I can see results both from RMS and the external system.	M	
20.4.12	As a User I can see additional information (such as photos) in the Search results to increase the likelihood of identifying the correct query result.	M	
20.4.13	As a User I can Search for any information that is entered into the system, in any field, including free text and narrative, so that I can quickly find information.	M	

## 20.5 Contractor General Response to Requirements:

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

## 20.6 Contractor Response to Specific Requirements:

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

## **21.0 SEARCH WARRANTS**

### **21.1 Definition**

Search Warrants involves the documentation of facts surrounding search warrants that are requested by the LAPD and issued by the Courts.

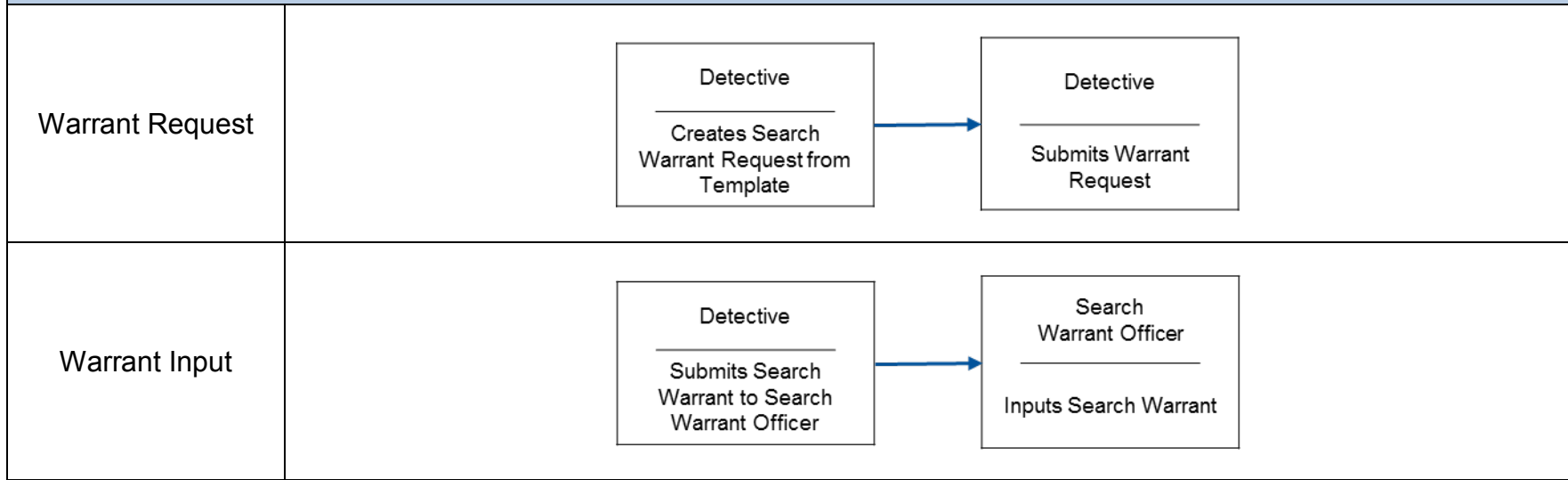
### **21.2 General Information**

- The individual Division or Bureau detectives maintain individual search warrants. Typically there is a person assigned to be responsible for the tracking and safe keeping of search warrants and any related documents.
- Search Warrant information is recorded in a tracking log and stored in a binder for historical and audit purposes. The physical copy of the search warrant is stored in a locked filing cabinet.

### **21.3 Current Challenges**

- Each Detective determines what information is relevant for the Warrant they are trying to obtain, and manually completes the required request forms.
- All Search Warrants are paper-based and must be manually logged in a binder and filed, this makes tracking the Warrants and recalling them at a future date difficult.

**High Level Future State Workflow**



## 21.4 Contractor Response to Requirements

In this section Contractor should provide a narrative response explaining in detail its understanding of the requirements and how the Contractor's system addresses the primary objectives, current challenges and requirements described below. Contractor should provide sufficient narrative and include any supporting diagrams, images or illustrations that will provide evaluators with a clear understanding of how the system functions in this area.

The Contractor is **required** to provide a narrative response specifically for any requirement that is not rated as a  Yes  meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

Number	Search Warrants Requirements	Priority	Response
	M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could		
21.4.1	As a Detective I can use templates, guides or checklists so I can ensure the completeness and accuracy of my search warrant application.	S	
21.4.2	As a Detective I can create a search warrant application using information from my case so that I can save time and ensure accuracy.	M	
21.4.3	As a Detective I can be prompted to include required information and use acceptable field values so that I can produce Warrant Records that are accurate and error-free.	S	
21.4.4	As a Detective I can start and stop a search warrant application at any time and continue where I left off so that I can avoid re-entering information if I'm unable to input a Warrant Record at a specific time.	S	
21.4.5	As a Detective I can associate a search warrant to other RMS records so that I can maintain a history of events and their relationships to other RMS records.	M	
21.4.6	As a Detective I can record the receipt of a search warrant so that I can comply with audit requirements.	M	
21.4.7	As a Detective I securely store an image of the search so that I can easily access it for historical purposes.	M	

Number	Search Warrants Requirements	Priority	Response
M <input type="checkbox"/> Must, S <input type="checkbox"/> Should, C <input type="checkbox"/> Could			
21.4.8	As a Detective I can create restricted access to the Search Warrant information so that the Search Warrant can only be viewed by authorized personnel.	M	

**21.5 Contractor General Response to Requirements:**

**Response:** The Contractor should use a concise narrative to describe how the system addresses this functional area. Where appropriate, the Contractor is encouraged to provide examples of how and where similar requirements are being met on other projects. Contractor should use illustrations, diagrams, screenshots and/or other sample material to provide additional clarity.

**21.6 Contractor Response to Specific Requirements:**

**Response:** The Contractor should use this section to describe any clarifications or additional details to a specific requirement listed above. At a minimum, The Contractor is expected to provide a narrative response specifically for any requirement that is not rated as a Yes meaning the functionality cannot be met with the current system that is in production elsewhere. Contractor should refer to each requirement by number for easy reference.

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**APPENDIX C**

**COST PROPOSAL TEMPLATE**

---



LOS ANGELES POLICE DEPARTMENT  
RECORDS MANAGEMENT SYSTEM  
RFP No. 15-567-004  
APPENDIX C: COST PROPOSAL

Prepared by: **[Company Name]**

<b>TOTAL EVALUATED PRICE</b>		
<b>TAB</b>	<b>One Time Acquisition Cost</b>	<b>TOTALS</b>
<b>1.</b>	<b>Hardware</b>	Do not complete as part of initial proposal response
<b>2.</b>	<b>Software</b>	\$ -
<b>3.</b>	<b>Services</b>	\$ -
<b>One Time Cost</b>		\$ -
<b>TAB</b>	<b>Recurring Annual Costs for Years 2 -</b>	<b>TOTALS</b>
<b>1.</b>	<b>Hardware</b>	Do not complete as part of initial proposal response
<b>2.</b>	<b>Software</b>	\$ -
<b>Recurring Cost Years 2-5</b>		\$ -
<b>TOTAL EVALUATED PRICE</b>		<b>\$ -</b>



**INSTRUCTIONS:**

In this worksheet, the Contractor will provide line item detail for all software items required. This section must fully represent total cost of ownership including one-time acquisition cost plus ongoing annual maintenance or service cost, per year, for the duration of the maintenance and support period.

<b>Total Software Cost:</b>	<b>\$ -</b>
<b>Total Software Support Cost Years 2 - 5:</b>	<b>\$ -</b>

<b>Table A: RMS Software</b>						
<b>Line #</b>	<b>Vendor/Product Name</b>	<b>Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>One Time Purchase Cost</b>	<b>Annual Support Cost</b>
1.			\$ -		\$ -	\$ -
2.			\$ -		\$ -	\$ -
3.			\$ -		\$ -	\$ -
4.			\$ -		\$ -	\$ -
5.			\$ -		\$ -	\$ -
6.			\$ -		\$ -	\$ -
7.			\$ -		\$ -	\$ -
8.			\$ -		\$ -	\$ -
9.			\$ -		\$ -	\$ -
10.			\$ -		\$ -	\$ -
11.			\$ -		\$ -	\$ -
12.			\$ -		\$ -	\$ -
<b>Insert Additional Lines Above</b>						
<b>Total Application Software:</b>					<b>\$ -</b>	<b>\$ -</b>
<b>Total Software Support Cost Years 2 - 5:</b>					<b>4</b>	<b>\$ -</b>

**INSTRUCTIONS:**

In this worksheet, the Contractor will provide line item detail for all software items required. This section must fully represent total cost of ownership including one-time acquisition cost plus ongoing annual maintenance or service cost, per year, for the duration of the maintenance and support period.

<b>Table B: Third-Party / System Software</b>						
Line #	Vendor/Product Name	Description	Unit Price	Quantity	One Time Purchase Cost	Annual Support Cost
1.			\$ -		\$ -	\$ -
2.			\$ -		\$ -	\$ -
3.			\$ -		\$ -	\$ -
4.			\$ -		\$ -	\$ -
5.			\$ -		\$ -	\$ -
6.			\$ -		\$ -	\$ -
7.			\$ -		\$ -	\$ -
8.			\$ -		\$ -	\$ -
9.			\$ -		\$ -	\$ -
10.			\$ -		\$ -	\$ -
11.			\$ -		\$ -	\$ -
12.			\$ -		\$ -	\$ -
<b>Insert Additional Lines Above</b>						
<b>Total Third-Party / System Software:</b>					<b>\$ -</b>	<b>\$ -</b>
<b>Total Software Support Cost Years 2 - 5:</b>					<b>4</b>	<b>\$ -</b>

**INSTRUCTIONS:**

In this worksheet, the Contractor will provide line item detail for all software items required. This section must fully represent total cost of ownership including one-time acquisition cost plus ongoing annual maintenance or service cost, per year, for the duration of the maintenance and support period.

<b>Table C: Interfaces</b>			
<b>Line #</b>	<b>Requirement</b>	<b>Description</b>	<b>Cost</b>
1.	<b>3.13.2</b>	California Law Enforcement Telecommunications System (CLETS)	\$ -
2.	<b>3.13.3</b>	Computer Aided Dispatch	\$ -
3.	<b>3.13.4</b>	Live Scan	\$ -
4.			\$ -
5.			\$ -
6.			\$ -
7.			\$ -
8.			\$ -
9.			\$ -
10.			\$ -
11.			\$ -
12.			\$ -
<b>Insert Additional Lines Above</b>			
			<b>Total Interface Cost: \$ -</b>

**INSTRUCTIONS:**

In this worksheet, the Contractor will provide line item detail for all software items required. This section must fully represent total cost of ownership including one-time acquisition cost plus ongoing annual maintenance or service cost, per year, for the duration of the maintenance and support period.

<b>Table D: Data Conversion</b>			
<b>Line #</b>	<b>Requirement</b>	<b>Description</b>	<b>Cost</b>
1.	<b>3.14.2</b>	<b>Consolidated Crime Analysis Database (CCAD)</b>	\$ -
2.	<b>3.14.3</b>	<b>Integrated Crime and Arrest Records System (ICARS)</b>	\$ -
3.	<b>3.14.4</b>	<b>Automated Property Information Management System (APIMS)</b>	\$ -
4.			\$ -
5.			\$ -
6.			\$ -
7.			\$ -
8.			\$ -
9.			\$ -
10.			\$ -
11.			\$ -
12.			\$ -
<b>Insert Additional Lines Above</b>			
			<b>Total Data Conversion Cost: \$ -</b>

**INSTRUCTIONS:**

In this worksheet, the Contractor will provide line item detail for all software items required. This section must fully represent total cost of ownership including one-time acquisition cost plus ongoing annual maintenance or service cost, per year, for the duration of the maintenance and support period.

<b>Table E: Software Customization / Custom Development</b>			
<b>Line #</b>	<b>Requirement</b>	<b>Description</b>	<b>Cost</b>
1.			\$ -
2.			\$ -
3.			\$ -
4.			\$ -
5.			\$ -
6.			\$ -
7.			\$ -
8.			\$ -
9.			\$ -
10.			\$ -
11.			\$ -
12.			\$ -
<b>Insert Additional Lines Above</b>			
<b>Total Software Customization Cost:</b>			<b>\$ -</b>

**INSTRUCTIONS:**

In this section, the Contractor will provide line item detail for all professional services related to the implementation of the Contractor's proposed solution. At a minimum, the Contractor must provide pricing with sufficient detail for all services being provided and described in Section 4:

<b>6.2 Professional Services</b>		
<b>Line #</b>	<b>Implementation Service / Activity</b>	<b>Cost</b>
1.		\$ -
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
<b>Insert Additional Lines Above</b>		
<b>Total Professional Services</b>		<b>\$ -</b>

**INSTRUCTIONS:**

In this section, the Contractor will provide detail and/or further explanation of all pricing assumptions.

<b>6.3 Pricing Assumptions</b>	
<b>Item #</b>	<b>Assumption Details / Description</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
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20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	

Insert Additional Lines Above





**INSTRUCTIONS:**

In this section, the Contractor will provide line item detail for any options that the Contractor is proposing at additional cost. The Contractor should provide a reference to a specific requirement or section for each optional cost being proposed.

6.5 Optional Costs		
Line #	Implementation Service / Activity	Cost
1.		\$ -
2.		\$ -
3.		\$ -
4.		\$ -
5.		\$ -
6.		\$ -
7.		\$ -
8.		\$ -
9.		\$ -
10.		\$ -
11.		\$ -
12.		\$ -
13.		\$ -
14.		

**INSTRUCTIONS:**

In this worksheet, the Consultant will provide line item detail for all hardware items required to support the proposed solution. This section will be completed by the Consultant and the LAPD as part of Round 2 Competitive Range. Consultants should ensure that all listed hardware line items are represented in the hardware diagram and/or description provided in Section 3.1 of the Contractors Response.

Table 1. Hardware Cost							
Line #	Component Purpose / Description	Make / Model / Configuration	Unit Price	Quantity	One Time Purchase Cost	Recurring Annual Cost	
1.			\$ -		\$ -		
2.			\$ -		\$ -		
3.			\$ -		\$ -		
4.			\$ -		\$ -		
5.			\$ -		\$ -		
6.			\$ -		\$ -		
7.			\$ -		\$ -		
8.			\$ -		\$ -		
9.			\$ -		\$ -		
10.			\$ -		\$ -		
11.			\$ -		\$ -		
12.			\$ -		\$ -		
13.			\$ -		\$ -		
14.			\$ -		\$ -		
15.			\$ -		\$ -		
16.			\$ -		\$ -		
17.			\$ -		\$ -		
18.			\$ -		\$ -		
19.			\$ -		\$ -		
20.			\$ -		\$ -		
Insert Additional Lines Above							
					Total Hardware Cost:	\$ -	\$ -
					Total Hardware Support Cost Years 2 - 5:	4.00	\$ -

**Do not complete as part of initial proposal response**

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**EXHIBIT 1**

**CONTRACTOR WORKFORCE INFORMATION**

---

**PROPOSER WORKFORCE INFORMATION**

**Proposer's Name (legal name of entity):** \_\_\_\_\_

Headquarters of Firm (Street Address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Total Workforce: \_\_\_\_\_

Address of any Branch Office(s) Located Within the City of Los Angeles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Workforce in Each Los Angeles Branch Office(s): \_\_\_\_\_

Percentage of Workforce in Each Los Angeles Branch Office(s) Residing in the City of Los Angeles: \_\_\_\_\_

Total Workforce Residing in the City of Los Angeles: \_\_\_\_\_

Percentage of Total Workforce Residing in the City of Los Angeles: \_\_\_\_\_

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**EXHIBIT 2**

**STATEMENT OF NON-COLLUSION**

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**STATEMENT OF NON-COLLUSION**

I, \_\_\_\_\_(name of proposer),  
declare:

- 1, That I am authorized to submit this bid or proposal on behalf of  
\_\_\_\_\_(name of contractor), and,
  
2. That the bid is genuine, not a sham or collusive, nor is it made in the interest of, or on behalf of, any person not herein named; and no one has directly or indirectly induced or solicited any other bidder or proposer to put in a sham bid, or any other person, firm or corporation to refrain from bidding; and no one has in any manner sought by collusion to secure for himself/herself an advantage over any other bidder or proposer.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_,  
(Month) (Year) (Print Name of City)

\_\_\_\_\_  
(State)

---

**EXHIBIT 3**

**CHILD SUPPORT OBLIGATIONS**

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## CHILD SUPPORT OBLIGATIONS

The City of Los Angeles has adopted an ordinance requiring that all contractors and subcontractors performing work for the City comply with all reporting requirements and wage and earning assignments relative to legally mandated child support. As a result, every contract that is let, awarded, or entered into with or on behalf of the City of Los Angeles shall contain the following provision:

The Contractor(s) and any Subcontractor(s) must fully comply with all applicable State and Federal employment reporting requirements for the Contractor(s)' and any Subcontractor(s)' employees. The Contractor(s) and any Subcontractor(s) must fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with the California Family Code. The Contractor(s) and any Subcontractor(s) must certify that the principal owner(s) thereof (any person who owns an interest of 10 percent or more) are in compliance with any Wage and Earnings Assignment Orders or Notices of Assignment applicable to them personally. The Contractor(s) and any Subcontractor(s) must certify that such compliance will be maintained throughout the term of the contract.

Failure of the Contractor(s) and/or any Subcontractor(s) to fully comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignments or Notices of Assignment or failure of the principal owner(s) to comply with any Wage and Earnings Assignments or Notices of Assignment applicable to them personally shall constitute a default under to contract. Failure of the Contractor(s) and/or any Subcontractor(s) or principal owner(s) thereof to cure the default within 90 days of notice of such default by the City shall subject the contract to termination.

All Requests for Proposals, Requests for Qualifications, Invitations for Bids, advertisements for bids, and other similar documents must give notice of these provisions to those who bid on or submit proposals for prospective contracts with the City. **All bidders and proposers are required to complete the attached Certification of Compliance with Child Support Obligations. Failure to return the completed certification as part of the bid or proposal will result in the bid or proposal being deemed unresponsive and being rejected.**



**City of Los Angeles**

**CERTIFICATION OF COMPLIANCE WITH CHILD SUPPORT OBLIGATIONS**

**This document must be returned with the Proposal/Bid Response**

The undersigned hereby agrees that \_\_\_\_\_ will:  
Name of Business

1. Fully comply with all applicable State and Federal employment reporting requirements for its employees.
2. Fully comply with and implement all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment.
3. Certify that the principal owner(s) of the business are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally.
4. Certify that the business will maintain such compliance throughout the term of the contract.
5. This certification is a material representation of fact upon which reliance was placed when the parties entered into this transaction.

City/County/State \_\_\_\_\_

Date \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

Signature of Authorized Officer or Representative \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

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**EXHIBIT 4**

**SERVICE CONTRACTOR WORKER RETENTION ORDINANCE  
(SCWRO)**

---

# **CITY OF LOS ANGELES**

## **Service Contractor Worker Retention Ordinance (Los Angeles Administrative Code Section 10.36 et seq.)**

### **1. What is the Service Contractor Worker Retention Ordinance?**

The Service Contractor Worker Retention Ordinance (SCWRO), effective May, 1996, requires a successor contractor and its subcontractors to retain for a 90-day period certain employees who worked for the terminated contractor or its subcontractors for at least 12 months. (See also Question 7 regarding which employees are covered.)

### **2. What is a successor contractor?**

A successor contractor is one who has been awarded an agreement to provide services to or for the City that are similar to those that were provided under a recently terminated agreement.

### **3. What types of agreements are covered by the Ordinance?**

The SCWRO covers the following types of agreements:

- For services in an amount over 25,000.00 and for at least three months.
- In which the primary purpose is to provide services to or for the City (including leases and licenses).
- In which the City provides financial assistance for the purpose of promoting economic development or job growth.

### **4. What does the Ordinance require a terminated contractor to do?**

The SCWRO requires the terminated contractor to provide the awarding authority with the names, addresses, dates of hire, hourly wage, and job classes of each employee who worked on the City agreement for that terminated contractor or its subcontractor. The awarding authority will provide the information to the successor contractor.

### **5. What does the Ordinance require a successor contractor to do?**

The Ordinance requires the successor contractor to:

- Offer employment and retain for a 90-day period the employees who worked for at least 12 months for the terminated contractor or its subcontractors.
- Not discharge the employees retained under the SCWRO without cause during the 90-day period.
- Perform a written performance evaluation of each employee retained under the SCWRO at the end of the 90-day period.

**6. Do the employees retained under the Ordinance receive any additional protection?**

Employees retained under the SCWRO are employed under the terms and conditions of the successor contractor or as required by law. However, if the agreement the employees are working under is subject to Living Wage Ordinance (LWO), the employees must be paid the wage rate and be provided the benefits required by LWO.

**7. Does the successor contractor have to retain all the prior contractor's employees?**

The SCWRO covers only employees who meet all of the following requirements:

- Earn less than \$15.00 per hour.
- Primary job is in the City working on or under the City agreement.
- Worked for the terminated contractor or its subcontractor for the preceding 12 months or longer.
- Not a managerial, supervisory, or confidential employee; or an employee required to possess an occupational license.

**8. What if the successor contractor determines that fewer employees are required to provide the services than were required by the prior contractor?**

The names of the affected employees will be placed in order by seniority within each job classification. The successor contractor is required to retain employees based on seniority. The names of employees not retained will be placed on a preferential hiring list from which the successor contractor must use for subsequent hires.

**9. What happens if an employee is discharged in violation of the Ordinance?**

The employee may bring a lawsuit against the successor contractor. The employee can also submit a complaint to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance which will investigate the complaint.

**10. What if a contractor is found to be in violation of the Ordinance?**

The City may terminate the agreement or pursue other legal remedies.

**11. Who is responsible for administering and enforcing the Ordinance?**

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, located at 1149 S. Broadway, 3<sup>rd</sup> Floor, Los Angeles, CA 90015. For additional information, please call (213) 847-2625, send an e-mail inquiry to [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org), or go to the Office of Contract Compliance website at <http://bca.lacity.org>.

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**EXHIBIT 5**

**Application for Non-Coverage or Exemption**

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# LWO – OCC NON-COVERAGE/EXEMPTION APPLICATION

## OCC DETERMINATION/APPROVAL REQUIRED

**This application for non-coverage/exemption must be submitted by the Contractor along with its bid or proposal to the AWARDING DEPARTMENT. Awarding Departments may also apply for an exemption for OCC approval. INCOMPLETE SUBMISSIONS WILL BE RETURNED.**

Los Angeles Administrative Code 10.37, the Living Wage Ordinance (LWO), presumes all City contractors (including service contractors, subcontractors, financial assistance recipients, lessees, licensees, sublessees and sublicensees) are subject to the LWO unless an exemption applies.

CONTRACTOR INFORMATION:	
1. Company Name: _____ Phone Number: _____	
2. Company Address: _____	
3. Are you a Subcontractor? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, state the name of your Prime Contractor: _____	
4. Type of Service Provided: _____	
NON-COVERAGE INFORMATION: TO BE REQUESTED BY AWARDING DEPARTMENTS OR CONTRACTORS	
REQUEST FOR NON-COVERAGE DETERMINATION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> Per Section 10.37.13 of the LWO, contractors may request a determination of non-coverage on any basis allowed by this article, including, but not limited to: non-coverage, for failure to satisfy definition of "City financial assistance recipient", "public lease/license", or "service contract".	A detailed memorandum explaining the basis of the request, which may include, but is not limited to: the terms of a city financial assistance agreement, purpose of the contract, location, and work performed. OCC may request further information to issue a determination.
EXEMPTION INFORMATION:	
CHECK OFF ONE BOX BELOW THAT BEST DESCRIBES THE TYPE OF EXEMPTION YOU ARE APPLYING FOR AND ATTACH THE SUPPORTING DOCUMENTATION LISTED ON THE RIGHT:	
TO BE REQUESTED BY AWARDING DEPARTMENTS ONLY	
EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> Grant Funded Services, provided that the grant funding agency indicates in writing that the provisions of the Ordinances should not apply.	Provide a copy of grant-funding agency's determination to the OCC.
TO BE REQUESTED BY CONTRACTORS ONLY	
EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> Collective bargaining agreement with supersession language - (LAAC 10.37.12): Contractors who are party to a collective bargaining agreement (CBA) which contains specific language indicating that the CBA will supersede the LWO may receive an exemption as to the employees covered under the CBA.	A copy of the CBA with the superseding language clearly marked  <p style="text-align: center;">OR</p> A letter from the union stating that the union has agreed to allow the CBA to supersede the LWO.
<input type="checkbox"/> Occupational license required - (LAAC 10.37.1(f)): Only the individual employees who are required to possess an Occupational license to provide services to or for the City are exempt.	A listing of the employees required to possess occupational licenses to perform services to or for the City  <p style="text-align: center;">AND</p> Copies of each of these employees' occupational licenses.
By signing, the contractor certifies under penalty of perjury under the laws of the State of California that the information submitted in support of this application is true and correct to the best of the contractor's knowledge.	
Print Name of Person (Contractor) Completing This Form _____	Signature of Person (Contractor) Completing This Form _____
Title _____	Phone # _____
	Date _____
ANY DETERMINATION/APPROVAL IS APPLICABLE ONLY TO THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE APPLICATION FOR THE INDIVIDUAL SUBCONTRACTOR.	
AWARDING DEPARTMENT USE ONLY:	
Dept: _____	Dept Contact: _____
Contact Phone: _____	Contract #: _____
OCC USE ONLY:	
Approved / Not Approved – Reason: _____	
By OCC Analyst: _____	Date: _____

# LWO DEPARTMENTAL EXEMPTION APPLICATION

## EXEMPTIONS THAT REQUIRE AWARDING DEPARTMENT APPROVAL

**This application for exemption must be submitted along with your bid or proposal to the AWARDING DEPARTMENT. INCOMPLETE SUBMISSIONS WILL BE RETURNED.**

Los Angeles Administrative Code 10.37, the Living Wage Ordinance (LWO), presumes all City contractors (including service contractors, subcontractors, financial assistance recipients, lessees, licensees, sublessees and sublicensees) are subject to the LWO unless an exemption applies.

**TO BE FILLED OUT BY THE CONTRACTOR:**

- 1. Company Name:  Phone Number:
- 2. Company Address:
- 3. Are you a Subcontractor?  Yes  No If YES, state the name of your Prime Contractor:
- 4. Type of Service Provided:

**EXEMPTION INFORMATION:**

CHECK OFF ONE BOX BELOW THAT BEST DESCRIBES THE TYPE OF EXEMPTION YOU ARE APPLYING FOR AND ATTACH THE SUPPORTING DOCUMENTATION LISTED ON THE RIGHT:

EXEMPTION	SUPPORTING DOCUMENTATION REQUIRED
<input type="checkbox"/> <b>501(c)(3) Non-Profit Organizations:</b> <ul style="list-style-type: none"> <li>▪ A corporation organized under 501(c)(3) of the IRS Code qualifies for an exemption from the LWO if <b>the highest paid employee makes less than eight times the hourly wage of the lowest paid employee.</b></li> <li>▪ The exemption is valid for all employees <b>except Child Care Workers.</b></li> <li>▪ Therefore, even if a 501(c)(3) organization meets the salary test, <b>Child Care Workers performing work on the City agreement must still be provided with the LWO required wage and time off benefits.</b></li> <li>▪ Under the LWO's Rules and Regulations, a Child Care Worker is an employee <input type="checkbox"/> whose work on an agreement involves the care or supervision of children 12 years of age and under. <input type="checkbox"/></li> <li>▪ This is read broadly so that the term would include, for example, tutors working with children 12 or under.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>ATTACH</b> a copy of your 501(c)(3) letter from the IRS.</li> <li>2. <b>ANSWER</b> the following questions:               <ul style="list-style-type: none"> <li>A. <b>STATE</b> the hourly wage of <b>HIGHEST</b> paid employee in the organization: <input type="text"/></li> <li>B. <b>STATE</b> the hourly wage of <b>LOWEST</b> paid employee in the organization: <input type="text"/></li> <li>C. <b>MULTIPLY B by 8:</b> <input type="text"/></li> </ul> </li> <li>3. Based on Question 2 above, is <b>A</b> less than <b>C</b>? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, your company is <b>NOT eligible</b> for an exemption. If YES, sign and submit this application for final approval.</li> <li>4. Will there be any Child Care Workers (as defined by the LWO Regulations) working on this Agreement? <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>5. Fill &amp; Submit LW-18 Subcontractor Information Form.</li> </ol>
<input type="checkbox"/> <b>One-Person Contractors:</b> Contractors that have no employees are exempt from the LWO. <b>If you have employees in the future, you must comply with the Ordinance.</b>	Fill and Submit the LW-18 Form.

I declare under penalty of perjury under the laws of the State of California that: (1) I am authorized to bind the entity listed above; (2) the information provided on this form is true and correct to the best of my knowledge; and (3) the entity qualifies for exemption from the LWO on the basis indicated above. By signing below, I further agree that **should the entity listed above cease to qualify** for an exemption because of a change in salary structure, non-profit status, the hiring of employees, or any other reason, **the entity will notify the Awarding Department and the OCC of such change and comply with the LWO's wage and time off requirements.**

Print Name of Person Completing This Form

Signature of Person Completing This Form

Title

Phone

Date

**ANY APPROVAL OF THIS APPLICATION EXEMPTS ONLY THE LISTED CONTRACTOR FROM THE LWO DURING THE PERFORMANCE OF THIS CONTRACT. A SUBCONTRACTOR PERFORMING WORK ON THIS CONTRACT IS NOT EXEMPT UNLESS THE OFFICE OF CONTRACT COMPLIANCE HAS APPROVED A SEPARATE EXEMPTION FOR THE INDIVIDUAL SUBCONTRACTOR.**

**AWARDING DEPARTMENT USE ONLY:**

Dept:  Dept Contact:  Contact Phone:  Contract

Approved  Not Approved  Reason:

By Analyst:  Date:

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**EXHIBIT 6**

**EQUAL BENEFITS ORDINANCE (EBO)**

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**CITY OF LOS ANGELES**  
**EQUAL BENEFITS ORDINANCE**  
(Los Angeles Administrative Code Section 10.8.2.1)

**1. What is the Equal Benefits Ordinance?**

The Equal Benefits Ordinance (EBO) requires that City contractors who provide benefits to employees with spouses must provide the same benefits to employees with domestic partners.

**2. What types of agreements are covered by the Ordinance?**

The Ordinance covers any City agreement over \$5,000. This includes agreements for grants, services, the purchase of goods, construction, and leases.

**3. When does the Ordinance become applicable?**

The original Ordinance became effective on January 1, 2000. The original Ordinance was applicable mostly to service contracts and leases of City property. However, in February 2003, the Ordinance was amended to also cover competitively bid contracts such as construction and procurement contracts. Because of the amendment, the Ordinance applies to competitively bid contracts amended after April 1, 2003 and competitive bids released after May 1, 2003.

**4. Are agreements entered into before the effective date of the Ordinance affected?**

In general, agreements executed prior to January 1, 2000 become subject to the Ordinance if they are amended, modified, or renewed after January 1, 2000. For competitively bid agreements, the Ordinance becomes applicable if they are amended, modified, or renewed after April 1, 2003. At the time of amendment, modification, or renewal, the awarding authority must incorporate the requirements of the Ordinance into the agreement.

**5. Who is covered by the Ordinance?**

The Ordinance applies to the following:

- Any contractor that has an agreement with the City.
- All City contractor's other operations located within the City limits, even if those operations are not involved in the City agreement.
- Any of the contractor's operations if it is on property owned by the City, or on property that the City has a right to occupy.
- The contractor's employees located elsewhere in the United States but outside of the City limits if those employees are performing work on the subject City agreement.

## **6. What is a covered contractor required to do under the Ordinance?**

The Ordinance requires the contractor to:

- Certify that equal benefits will be provided to employees with spouses and to employees with domestic partners.
- Post a copy of the following statement in an area frequented by employees: “During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners.”
- Allow the City access to records so that the City can verify compliance with the Ordinance.

## **7. Are subcontractors also covered?**

This depends on when the prime contractor’s agreement with the City became subject to the Ordinance. If the prime contractor’s agreement with the City became subject to the EBO between January 1, 2000 and March 31, 2003, subcontractors working on the agreement are subject to the requirements of the EBO. If the prime contractor’s agreement with the City became subject to the EBO after April 1, 2003, subcontractors working on the agreement are not subject to the EBO.

## **8. What benefits are included?**

The Ordinance applies to all benefits offered by an employer. This includes, for example, bereavement leave, family medical leave, medical, dental, and vision benefits, membership or membership discounts, moving expenses, travel and relocation benefits, and retirement plans.

## **9. How does the Ordinance define a “domestic partner”?**

“Domestic partner” means any two adults, of the same or different sex, who have registered as domestic partners with a governmental entity pursuant to state or local law authorizing this registration, or with an internal registry maintained by the employer of at least one of the Domestic Partners.

## **10. What if the actual cost to a contractor of providing a benefit to an employee’s domestic partner is more than the cost of providing the benefit to an employee’s spouse?**

In that case, the contractor may require that the benefit will be provided to the employee’s domestic partner only if the employee agrees to pay for the extra cost of the benefit. The contractor may do the same if the actual cost to the employer of providing a benefit to an employee’s spouse is more than the cost of providing the benefit to an employee’s domestic partner.

## **11. What happens if a contractor is found to be in violation of the Ordinance?**

The City may take the following steps:

- The contractor may be deemed to be in material breach of the City agreement.
- The agreement may be canceled, terminated, or suspended, in whole or in part.
- The City may also retain money due to the contractor
- The contractor may be deemed a non-responsible bidder and disqualified from contracting with the City under the Contractor Responsibility Ordinance.
- The City may pursue other legal remedies.

## **12. What happens if a subcontractor is found to be in violation of the Ordinance?**

Because the contractor is responsible for making sure that all its subject subcontractors comply with the Ordinance, the enforcement actions listed in the previous answer may be applied to the contractor if the subcontractor is found to be in violation. See the response to question number seven regarding which subcontractors are subject to the EBO.

## **13. Are there any exceptions or waivers to the Ordinance?**

An awarding authority may apply to the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance (OCC) for a waiver in the following situations:

- The contractor is the only provider of a needed good or service.
- The contractor is the only bidder or contractor willing to enter into an agreement with the City for use of City property.
- The agreement is necessary to respond to an emergency situation that endangers the public health or safety, and no contractor that complies with the law is immediately available.
- The agreement involves specialized litigation as certified by the City Attorney's Office.
- The contractor is a public entity providing a good, service, or access to real property that is not available from any other source.
- The contractor is a public entity and the good or service is necessary to serve a substantial public interest
- The application of the Ordinance would conflict with the terms or conditions of a grant agreement with a public agency.
- The agreement is essential to the City or the City's residents and no other contractor that complies with the Ordinance is available.
- The agreement is for a bulk purchasing agreement through City, federal, state, or regional entities that reduce the City's purchasing cost.
- The agreement involves the investment of certain types of monies, or instances in which the City will incur a financial loss that would violate the Treasurer's or City Administrative Officer's fiduciary duties.

#### **14. What if a contractor is subject to a collective bargaining agreement?**

The Ordinance does not apply to a collective bargaining agreement (CBA) that was in effect prior to the Ordinance becoming applicable to the Contractor. However, in order to contract with the City, the contractor must certify that if the CBA is subsequently amended, extended, or otherwise modified, the contractor will propose to the union that the requirements of the Ordinance be incorporated into the CBA. Upon request, the contractor must verify for the City the steps taken to come into compliance with the EBO.

#### **15. Who is responsible for administering and enforcing the requirements of the Ordinance?**

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, located at 1149 S. Broadway Street, 3<sup>rd</sup> Floor, Los Angeles, CA 90015. For additional information, please call (213) 847-2632, or go to the OCC website at [www.lacity.org/bca](http://www.lacity.org/bca).

#### **16. Where can a domestic partnership be registered?**

Many governmental agencies offer domestic partnership registries. Two local governmental entities that offer such registries include the County of Los Angeles and the City of West Hollywood.

##### **Los Angeles County**

Couples may file a Statement of Domestic Partnership with the Los Angeles County Department of Registrar-Recorder/County Clerk. The County registry is available to same sex and different sex couples. Couples must both be 18 years of age or older and at least one partner must reside or work within Los Angeles County.

For additional information, contact the Registrar-Recorder/County Clerk at (562) 462-2060. The Los Angeles County Department of Registrar-Recorder/County Clerk webpage at <http://regrec.co.la.ca.us/scripts/partnership.htm> contains information on where to file a Statement of Domestic Partnership and forms that can be downloaded.

##### **City of West Hollywood**

Couples may apply for Domestic Partnership registration with City of West Hollywood's Office of the City Clerk. The City of West Hollywood registry is available to couples of the same and different sex. The couple need not work in nor reside in West Hollywood to register.

For additional information, couples may contact the City of West Hollywood's Office of the City Clerk at (323) 848-6332. The City of West Hollywood's website at [www.weho.org](http://www.weho.org) contains information on Domestic Partnership status and forms that can be downloaded.

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**EXHIBIT 7**

**CONTRACTOR RESPONSIBILITY ORDINANCE (CRO)**

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CITY OF LOS ANGELES

PLEDGE OF COMPLIANCE WITH CONTRACTOR RESPONSIBILITY ORDINANCE

Los Angeles Administrative Code (LAAC) Section 10.40 et seq. (Contractor Responsibility Ordinance) provides that, unless specifically exempt, City contractors working under service contracts of at least \$25,000 and three months, contracts for the purchase of goods and products of at least \$100,000, contracts for the purchase of garments of at least \$25,000, and construction contracts of any amount; public lessees; public licensees; and certain recipients of City financial assistance or City grant funds, shall comply with all applicable provisions of the Ordinance. Upon award of a City contract, public lease, public license, financial assistance or grant, the contractor, public lessee, public licensee, City financial assistance recipient, or grant recipient, and any its subcontractor(s), shall submit this Pledge of Compliance to the awarding authority.

The contractor agrees to comply with the Contractor Responsibility Ordinance and the following provisions:

- (a) To comply with all federal, state, and local laws in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
(b) To notify the awarding authority within 30 calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor did not comply with any federal, state, or local law in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
(c) To notify the awarding authority within 30 calendar days of all findings by a governmental agency or court of competent jurisdiction that the contractor has violated any federal, state, or local law in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees.
(d) If applicable, to provide the awarding authority, within 30 calendar days, updated responses to the Responsibility Questionnaire if any change occurs which would change any response contained within the Responsibility Questionnaire and such change would affect the contractor's fitness and ability to continue the contract.
(e) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, or sublicensee that perform or assist in performing services on the leased or licensed premises) shall comply with all federal, state, and local laws in the performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws, which affect employees.
(f) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, sublicensee that perform or assist in performing services on the leased or licensed premises) submit a Pledge of Compliance.
(g) To ensure that subcontractors working on the City agreement (including contractors or subcontractors of a public lessee, licensee, sublessee, or sublicensee that perform or assist in performing services on the leased or licensed premises) shall comply with paragraphs (b) and (c).

Failure to complete and submit this form to the Awarding Authority may result in withholding of payments by the City Controller, or contract termination.

Company Name, Address and Phone Number

Signature of Officer or Authorized Representative

Date

Print Name and Title of Officer or Authorized Representative

Awarding City Department

Contract Number

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**EXHIBIT 8**

**CONTRACTOR RESPONSIBILITY QUESTIONNAIRE**

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**CITY OF LOS ANGELES  
RESPONSIBILITY QUESTIONNAIRE**

**RESPONSES TO THE QUESTIONS CONTAINED IN THIS QUESTIONNAIRE MUST BE SUBMITTED ON THIS FORM.** In responding to the Questionnaire, neither the City form, nor any of the questions contained therein, may be retyped, recreated, modified, altered, or changed in any way, in whole or in part. Bidders or Proposers that submit responses on a form that has been retyped, recreated, modified, altered, or changed in any way shall be deemed non-responsive.

The signatory of this Questionnaire guarantees the truth and accuracy of all statements and answers to the questions herein. Failure to complete and return this questionnaire, any false statements, or failure to answer (a) question(s) when required, may render the bid/proposal non-responsive. All responses must be typewritten or printed in ink. Where an explanation is required or where additional space is needed to explain an answer, use the Responsibility Questionnaire Attachments. Submit the completed form and all attachments to the awarding authority. Retain a copy of this completed form for future reference. Contractors must submit updated information to the awarding authority if changes have occurred that would render any of the responses inaccurate in any way. Updates must be submitted to the awarding authority within 30 days of the change(s).

**A. CONTACT INFORMATION**

CITY DEPARTMENT INFORMATION

City Department/Division Awarding Contract	City Contact Person	Phone
--	---------------------	-------

City Bid or Contract Number (if applicable) and Project Title

BIDDER/CONTRACTOR INFORMATION

Bidder/Proposer Business Name

Street Address	City	State	Zip
----------------	------	-------	-----

Contact Person, Title	Phone	Fax
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**TYPE OF SUBMISSION:**

The Questionnaire being submitted is:

- An initial submission of a completed Questionnaire.
- An update of a prior Questionnaire dated \_\_\_\_/\_\_\_\_/\_\_\_\_.
- No change. I certify under penalty of perjury under the laws of the State of California that there has been no change to any of the responses since the last Responsibility Questionnaire dated \_\_\_\_/\_\_\_\_/\_\_\_\_ was submitted by the firm. Attach a copy of that Questionnaire and sign below.

Print Name, Title	Signature	Date
-------------------	-----------	------

**TOTAL NUMBER OF PAGES SUBMITTED, INCLUDING ALL ATTACHMENTS:** \_\_\_\_\_



**B. BUSINESS ORGANIZATION/STRUCTURE**

Indicate the organizational structure of your firm. "Firm" includes a sole proprietorship, corporation, joint venture, consortium, association, or any combination thereof.

**Corporation:** Date incorporated: \_\_\_\_/\_\_\_\_/\_\_\_\_ State of incorporation: \_\_\_\_\_

List the corporation's current officers.

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Check the box only if your firm is a publicly traded corporation.

List those who own 5% or more of the corporation's stocks. Use Attachment A if more space is needed. Publicly traded corporations need not list the owners of 5% or more of the corporation's stocks.

\_\_\_\_\_  
\_\_\_\_\_

**Limited Liability Company:** Date of formation: \_\_\_\_/\_\_\_\_/\_\_\_\_ State of formation: \_\_\_\_\_

List members who own 5% or more of the company. Use Attachment A if more space is needed.

\_\_\_\_\_  
\_\_\_\_\_

**Partnership:** Date formed: \_\_\_\_/\_\_\_\_/\_\_\_\_ State of formation: \_\_\_\_\_

List all partners in your firm. Use Attachment A if more space is needed.

\_\_\_\_\_  
\_\_\_\_\_

**Sole Proprietorship:** Date started: \_\_\_\_/\_\_\_\_/\_\_\_\_

List any firm(s) that you have been associated with as an owner, partner, or officer for the last five years. Use Attachment A if more space is needed. Do not include ownership of stock in a publicly traded company in your response to this question.

\_\_\_\_\_  
\_\_\_\_\_

**Joint Venture:** Date formed: \_\_\_\_/\_\_\_\_/\_\_\_\_

List: (1) each firm that is a member of the joint venture and (2) the percentage of ownership the firm will have in the joint venture. Use Attachment A if more space is needed. **Each member of the Joint Venture must complete a separate Questionnaire for the Joint Venture's submission to be considered as responsive to the invitation.**

\_\_\_\_\_  
\_\_\_\_\_

**C. OWNERSHIP AND NAME CHANGES**

1. Is your firm a subsidiary, parent, holding company, or affiliate of another firm?

Yes     No

If **Yes**, explain on Attachment A the relationship between your firm and the associated firms. Include information about an affiliated firm only if one firm owns 50% or more of another firm, or if an owner, partner or officer of your firm holds a similar position in another firm.

2. Has any of the firm's owners, partners, or officers operated a similar business in the past five years?

Yes     No

If **Yes**, list on Attachment A the names and addresses of all such businesses, and the person who operated the business. Include information about a similar business only if an owner, partner or officer of your firm holds a similar position in another firm.

3. Has the firm changed names in the past five years?

Yes     No

If **Yes**, list on Attachment A all prior names, addresses, and the dates they were used. Explain the reason for each name change in the last five years.

4. Are any of your firm's licenses held in the name of a corporation or partnership?

Yes     No

If Yes, list on Attachment A the name of the corporation or partnership that actually holds the license.

**Bidders/Contractors must continue on to Section D and answer all remaining questions contained in this Questionnaire.**

**The responses in this Questionnaire will not be made available to the public for review. This is not a public document. [ CPCC §20101(a) ]**

**D. FINANCIAL RESOURCES AND RESPONSIBILITY**

5. Is your firm now, or has it ever been at any time in the last five years, the debtor in a bankruptcy case?  
 **Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

6. Is your company in the process of, or in negotiations toward, being sold?  
 **Yes**     **No**

If **Yes**, explain the circumstances on Attachment B.

**E. PERFORMANCE HISTORY**

7. How many years has your firm been in business? \_\_\_\_\_ Years.

8. Has your firm ever held any contracts with the City of Los Angeles or any of its departments?  
 **Yes**     **No**

If, **Yes**, list on an Attachment B all contracts your firm has had with the City of Los Angeles for the last 10 years. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.

9. List on Attachment B all contracts your firm has had with any private or governmental entity (other than the City of Los Angeles) over the last five years that are similar to the work to be performed on the contract for which you are bidding or proposing. For each contract listed in response to this question, include: (a) entity name; (b) purpose of contract; (c) total cost; (d) starting date; and (e) ending date.  
 Check the box if you have not had any similar contracts in the last five years

10. In the past five years, has a governmental or private entity or individual terminated your firm's contract prior to completion of the contract?  
 **Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

11. In the past five years, has your firm used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?  
 **Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

12. In the past five years, has your firm been debarred or determined to be a non-responsible bidder or contractor?  
 **Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

**F. DISPUTES**

13. In the past five years, has your firm been the defendant in court on a matter related to any of the following issues? For parts (a) and (b) below, check **Yes** even if the matter proceeded to arbitration without court litigation. For part (c), check **Yes** only if the matter proceeded to court litigation. If you answer **Yes** to any of the questions below, explain the circumstances surrounding each instance on Attachment B. You must include the following in your response: the name of the plaintiffs in each court case, the specific causes of action in each case; the date each case was filed; and the disposition/current status of each case.

(a) Payment to subcontractors?

**Yes**     **No**

(b) Work performance on a contract?

**Yes**     **No**

(c) Employment-related litigation brought by an employee?

**Yes**     **No**

14. Does your firm have any outstanding judgements pending against it?

**Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

15. In the past five years, has your firm been assessed liquidated damages on a contract?

**Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance and identify all such projects, the amount assessed and paid, and the name and address of the project owner.

**G. COMPLIANCE**

16. In the past five years, has your firm or any of its owners, partners or officers, ever been investigated, cited, assessed any penalties, or been found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed on Attachment C (Page 9)? For this question, the term "owner" does not include owners of stock in your firm if your firm is a publicly traded corporation.

**Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance, including the entity that was involved, the dates of such instances, and the outcome.

17. If a license is required to perform any services provided by your firm, in the past five years, has your firm, or any person employed by your firm, been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or found to have violated any licensing laws?

**Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

**SERVICE**

18. In the past five years, has your firm, any of its owners, partners, or officers, ever been penalized or given a letter of warning by the City of Los Angeles for failing to obtain authorization from the City for the substitution of a Minority-owned (MBE), Women-owned (WBE), or Other (OBE) business enterprise?

**Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance in the last five years.

**H. BUSINESS INTEGRITY**

19. For questions (a), (b), and (c) below, check **Yes** if the situation applies to your firm. For these questions, the term “firm” includes any owners, partners, or officers in the firm. The term “owner” does not include owners of stock in your firm if the firm is a publicly traded corporation. If you check **Yes** to any of the questions below, explain on Attachment B the circumstances surrounding each instance.

(a) Is a governmental entity or public utility currently investigating your firm for making (a) false claim(s) or material misrepresentation(s)?

**Yes**     **No**

(b) In the past five years, has a governmental entity or public utility alleged or determined that your firm made (a) false claim(s) or material misrepresentation(s)?

**Yes**     **No**

(c) In the past five years, has your firm been convicted or found liable in a civil suit for, making (a) false claim(s) or material misrepresentation(s) to any governmental entity or public utility?

**Yes**     **No**

20. In the past five years, has your firm or any of its owners or officers been convicted of a crime involving the bidding of a government contract, the awarding of a government contract, the performance of a government contract, or the crime of fraud, theft, embezzlement, perjury, bribery? For this question, the term “owner” does not include those who own stock in a publicly traded corporation.

**Yes**     **No**

If **Yes**, explain on Attachment B the circumstances surrounding each instance.

**CERTIFICATION UNDER PENALTY OF PERJURY**

I certify under penalty of perjury under the laws of the State of California that I have read and understand the questions contained in this questionnaire and the responses contained on all Attachments. I further certify that I have provided full and complete answers to each question, and that all information provided in response to this Questionnaire is true and accurate to the best of my knowledge and belief.

---

Print Name, Title

Signature

Date

**ATTACHMENT A FOR SECTIONS A THROUGH C**

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

**Page** \_\_\_\_\_

**ATTACHMENT B FOR SECTIONS D THROUGH H**

Where additional information or an explanation is required, use the space below to provide the information or explanation. Information submitted on this sheet must be typewritten or printed in ink. Include the number of the question for which you are submitting additional information. Make copies of this Attachment if additional pages are needed.

**Page** \_\_\_\_\_

**ATTACHMENT C: GOVERNMENTAL ENTITIES FOR QUESTION NO. 16**

Check **Yes** in response to Question No. 16 if your firm or any of its owners, partners or officers, have ever been investigated, cited, assessed any penalties, or found to have violated any laws, rules, or regulations enforced or administered, by any of the governmental entities listed below (or any of its subdivisions), including but not limited to those examples specified below. The term “owner” does not include owners of stock in your firm if your firm is a publicly traded corporation. If you answered **Yes**, provide an explanation on Attachment B of the circumstances surrounding each instance, including the entity involved, the dates of such instances, and the outcome.

**FEDERAL ENTITIES****Federal Department of Labor**

- American with Disabilities Act
- Immigration Reform and Control Act
- Family Medical Leave Act
- Fair Labor Standards Act
- Davis-Bacon and laws covering wage requirements for federal government contract workers
- Migrant and Seasonal Agricultural Workers Protection Act
- Immigration and Naturalization Act
- Occupational Safety and Health Act
- anti-discrimination provisions applicable to government contractors and subcontractors
- whistleblower protection laws

**Federal Department of Justice**

- Civil Rights Act
- American with Disabilities Act
- Immigration Reform and Control Act of 1986
- bankruptcy fraud and abuse

**Federal Department of Housing and Urban Development (HUD)**

- anti-discrimination provisions in federally subsidized/assisted/sponsored housing programs
- prevailing wage requirements applicable to HUD related programs

**Federal Environmental Protection Agency**

- Environmental Protection Act

**National Labor Relations Board**

- National Labor Relations Act

**Federal Equal Employment Opportunity Commission**

- Civil Rights Act
- Equal Pay Act
- Age Discrimination in Employment Act
- Rehabilitation Act
- Americans with Disabilities Act

**STATE ENTITIES****California's Department of Industrial Relations**

- wage and labor standards, and licensing and registration
- occupational safety and health standards
- workers' compensation self insurance plans
- Workers' Compensation Act
- wage, hour, and working standards for apprentices
- any provision of the California Labor Code

**California's Department of Fair Employment and Housing**

- California Fair Employment and Housing Act
- Unruh Civil Rights Act
- Ralph Civil Rights Act

**California Department of Consumer Affairs**

- licensing, registration, and certification requirements
- occupational licensing requirements administered and/or enforced by any of the Department's boards, including the Contractors' State Licensing Board

**California's Department of Justice****LOCAL ENTITIES**

**City of Los Angeles** or any of its subdivisions for violations of any law, ordinance, code, rule, or regulation administered and/or enforced by the City, including any letters of warning or sanctions issued by the City of Los Angeles for an unauthorized substitution of subcontractors, or unauthorized reductions in dollar amounts subcontracted.

**OTHERS**

**Any other federal, state, local governmental entity** for violation of any other federal, state, or local law or regulation relating to wages, labor, or other terms and conditions of employment.



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**EXHIBIT 9**

**BUSINESS INCLUSION PROGRAM**

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**CITY OF LOS ANGELES BUSINESS INCLUSION PROGRAM (BIP)  
FOR A REQUEST FOR PROPOSAL (RFP)**

Performance of a BIP outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) subconsultants must be completed on the Business Assistance Virtual Network (BAVN), [www.labavn.org](http://www.labavn.org).

All BIP outreach documentation must be submitted on the BAVN by 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline.

The Los Angeles Police Department's anticipated levels of

MBE Participation:	<u>6</u> %
WBE Participation:	<u>5</u> %
SBE Participation:	<u>6</u> %
EBE Participation:	<u>2</u> %
DVBE Participation:	<u>4</u> %

NOTE: BIP outreach information and/or assistance may be obtained through Management Analyst Amelia "Mel" Sayo at 213-486-0380 or [N4187@lapd.lacity.org](mailto:N4187@lapd.lacity.org)

**CITY OF LOS ANGELES' POLICY  
BUSINESS INCLUSION PROGRAM (BIP) FOR A REQUEST FOR PROPOSAL (RFP)**

**SUMMARY**

This policy sets forth the City of Los Angeles' rules and procedures to be followed by respondents on advertised personal services contracts in regards to the City's BIP outreach requirements. In general, this policy provides that respondents for contracts must demonstrate compliance with the indicators relating to an active outreach program to obtain participation by MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Failure to demonstrate an outreach on the BAVN to comply with the indicators will render the bid non-responsive.

**A. GENERAL**

This policy statement explains how the City's BIP will be administered within the Awarding Authority for personal services contracts. The Awarding Authority is committed to ensuring full and equitable participation by minority, women, small, emerging, disabled veteran, and other businesses in the provision of all goods and services to the Department on a contractual basis. The BIP is set forth in this policy Statement. Respondents to the Awarding Authority shall be fully informed concerning the requirements of this Program. **Failure to comply with the City's BIP outreach requirements will render the response non-responsive and result in its rejection.**

**B. DEFINITIONS**

1. Minority or Women Business Enterprise (MBE or WBE): For the purpose of this program, Minority or Women Business Enterprise shall mean a business enterprise that meets both of the following criteria:
  - a. A business that is at least 51 percent owned by one or more minority persons or women, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more minority persons or women; and
  - b. A business whose management and daily business operations are controlled by one or more minority persons or women.
2. Small Business Enterprise (SBE): For the purpose of this program, Small Business Enterprise shall mean a business enterprise that meets the following criteria:
  - a. A business (personal or professional services, manufacturer, supplier, vendor) whose three (3) year average annual gross revenues does not exceed \$7 million.
  - b. A business (construction contractors) whose three (3) year average annual gross revenues does not exceed \$14 million.
3. Emerging Business Enterprise (EBE): For the purpose of this program, Emerging Business Enterprise shall mean a business enterprise whose three (3) year average annual gross revenues does not exceed \$3.5 million.
4. Disabled Veteran Business Enterprise (DVBE): For the purpose of this program, Disabled Veteran Business Enterprise shall mean a business enterprise that meets the following criteria:

- a. A business that is at least 51 percent owned by one or more disabled veterans.
  - b. A business whose daily business operations must be managed and controlled by one or more disabled veterans.
5. Other Business Enterprise (OBE): For the purpose of this program, Other Business Enterprise shall mean any business enterprise which either does not otherwise qualify or has not been certified as a Minority, Women, Small, Emerging, and/or Disabled Veteran Business Enterprise.
  6. Minority person: For the purpose of this program, the term "Minority person" shall mean African Americans; Hispanic Americans; Native Americans (including American Indians, Eskimos, Aleuts, and Native Hawaiians); Asian-Pacific Americans (including persons whose origins are from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas); and Subcontinent Asian Americans (including persons whose origins are from India, Pakistan and Bangladesh).
  7. Disabled Veteran: For the purpose of this program, the term "Disabled Veteran" shall mean a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability of at least 10% or more; and the veteran must reside in California.
  8. Certification must be current **on the date the Awarding Authority awards a contract for the project** if credit is to be allowed towards the anticipated levels of MBE, WBE, SBE, EBE, and/or DVBE participation on this contract.
    - a. Certification as a Minority or Women Business Enterprise: an MBE/WBE must be certified by 1) City of Los Angeles, Bureau of Contract Administration; 2) State of California Department of Transportation (CalTrans); 3) Los Angeles County Metropolitan Transportation Authority (Metro); 4) Southern California Minority Business Development Council (SCMBDC) for MBE certifications only; or 5) any certifying agency that is a part of the State of California Unified Certification Program (CUCP) so long as the certification meets all of the City of Los Angeles' MBE/WBE certification requirements.

Applications for certification and directories of MBE/WBE certified firms are available at the following locations:

- 1) City of Los Angeles  
 Bureau of Contract Administration, Office of Contract Compliance  
 1149 S. Broadway, Suite 300, Los Angeles, CA 90015  
 Telephone: (213) 847-2684 FAX: (213) 847-2777  
 Internet address: <http://www.lacity.org/BCA>
- 2) CalTrans  
 Caltrans Division of Procurement and Contracts/Material and  
 Distribution Branch/Publication Unit  
 1900 Royal Oaks Drive, Sacramento, CA 95815  
 To order a directory, call (916) 445-3520  
 Internet address: <http://www.dot.ca.gov/hq/bep/>

- 3) Los Angeles County Metropolitan Transportation Authority  
 Equal Opportunity Department  
 1 Gateway Plaza, Los Angeles, CA 90012  
 Telephone: (213) 922-2600 FAX: (213) 922-7660  
 Internet address: <http://www.mta.net>
  - 4) Southern California Minority Business Development Council, Inc. (for a fee)  
 800 W. 6<sup>th</sup> Street, Suite 850, Los Angeles, CA 90017  
 Telephone: (213) 689-6960 Fax: (213) 689-1707  
 Internet address: <http://www.scmbdc.org>
- b. Certification as a Small or Emerging Business Enterprise: An SBE or EBE firm must be certified by either: 1) City of Los Angeles, Bureau of Contract Administration; or 2) State of California, Office of Small Business & Disabled Veterans Business Enterprise Services so long as the certification meets all of the City of Los Angeles' SBE or EBE certification criteria. Note: The State of California does not offer EBE certifications. For the purposes of this program, the State's Microbusiness certification will be considered synonymous with the City's EBE certification.
  - c. Certification as a Disabled Veteran Business Enterprise: A DVBE must be certified by State of California, Office of Small Business & Disabled Veterans Business Enterprise Services.
9. Business Inclusion Program Outreach Documentation: The respondent must take affirmative steps prior to submission of their RFP response to ensure that a maximum effort is made to recruit subconsultants. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services. Affirmative steps for BIP Outreach Documentation are outlined in Paragraph C herein. The BIP Outreach Documentation must be submitted as described in Paragraph C herein. Failure to submit the BIP Outreach Documentation will render the response non-responsive.
  10. Subcontract: For the purpose of this program, the term "Subcontract" denotes an agreement between the prime Consultant and an individual, firm or corporation for the performance of a particular portion(s) of the work which the prime Consultant has obligated itself.
  11. Subconsultant: An individual, firm, or corporation having a direct contract with the consultant for the performance of a part of the work which is proposed to be constructed or done under the contract or permit, including the furnishing of all labor, materials, or equipment. For the purposes of this Program, a subconsultant may also be referred to as a subcontractor.
  12. Vendor and/or supplier: A firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials or supplies required for the performance of the contract are bought, kept in stock, and regularly sold to the public in the usual course of business. The firm must engage in, as its principal business, and its own name, the purchase and sale of the products in question. A vendor and/or supplier of bulk items such as steel, cement, stone and petroleum products need not keep such products in stock, if it owns or operates distribution equipment.

13. Manufacturer: A firm that operates or maintains a factory or establishment that produces on the premises the materials or supplies obtained by the contractor.
14. Broker: A firm that charges for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, insurance or bonds, materials or supplies required for performance of the contract. The fee or commission is to be reasonable and not excessive as compared with fees customarily allowed for similar services.
15. Participation Recognition: This applies to recognition as an MBE, WBE, SBE, EBE, DVBE.
  - a. All listed MBE, WBE, SBE, EBE, and/or DVBE firms must be certified as defined under Paragraph B, Definitions, Item 4, on the date the Awarding Authority awards a contract for the project before credit may be allowed toward the respective MBE, WBE, SBE, EBE, and/or DVBE pledged participation level.
  - b. Work performed by a MBE, WBE, SBE, EBE, and/or DVBE prime consultant will not be a consideration when determining a prime consultant's BIP Outreach. The prime consultant will be required to make a BIP Outreach to obtain reasonable anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels through subconsulting or materials and supplies acquisition.
  - c. Recognition for materials and/or supplies is limited to 60 percent of the amount to be paid to the vendor for such materials/supplies in computing the pledged levels of MBE, WBE, SBE, EBE, and/or DVBE participation, unless the vendor manufactures or substantially alters the materials/supplies.
  - d. MBE, WBE, SBE, EBE, and/or DVBE credit for brokers required for performance of the contract is limited to the reasonable fee or commission charged, as not considered excessive, as compared with fees customarily allowed for similar services.
  - e. A firm which qualifies as both a MBE and a WBE will be credited as either MBE participation or as WBE participation, but will not be credited for both. However, a MBE and/or WBE firm may also receive SBE, EBE and/or DVBE credit if so qualified.
  - f. A listed MBE, WBE, SBE, EBE, and/or DVBE firm must be potentially available to perform a commercially useful function, i.e., must be potentially responsible for the execution of a distinct element of the work and potentially available to carry out its responsibility by performing, managing and supervising the work.
  - g. MBE/WBE credit shall not be given to a Joint Venture partner listed as a subconsultant by a Joint Venture respondent.
  - h. A SBE, EBE, DVBE prime consultant shall receive pledged participation credit for the work performed by its own workforce.

**C. BIP OUTREACH DOCUMENTATION**

It is the policy of the City of Los Angeles to provide Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Small Business Enterprises (SBEs), Emerging Business Enterprises (EBEs), Disabled Veteran Business Enterprises (DVBEs), and all Other Business Enterprises (OBEs) an equal opportunity to participate in the performance of City contracts. In order to maximize this participation while minimizing the administrative impact on city staff and RFP respondents alike, the Mayor’s Office has developed a Business Inclusion Program (BIP). The BIP requires City departments to set anticipated participation levels based on the opportunities presented in their advertised contracts and department’s achievement of its annual goals. A respondent’s BIP Outreach to MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs shall be determined by their compliance with the following BIP Outreach process which will be performed on the City’s Business Assistance Virtual Network (BAVN). The BAVN can be accessed by going to the City’s Webpage (<http://www.lacity.org>) and linking onto “Bids, RFPs & Grants” or directly at [www.labavn.org](http://www.labavn.org). Failure to meet the anticipated MBE, WBE, SBE, EBE, and/or DVBE participation levels will not by itself be the basis for disqualification or determination of noncompliance with this policy. **However, failure to comply with the BIP Outreach documentation requirements as described in this section will render the RFP response non-responsive and will result in its rejection.** *Compliance with the BIP Outreach requirements is required even if the proposer has achieved the anticipated MBE, WBE, SBE, EBE, and DVBE participation levels.* Adequacy of a bidder’s BIP Outreach will be determined by the Awarding Authority after consideration of the indicators of BIP Outreach as set forth below.

Any technical difficulties while utilizing the BAVN should be reported immediately using the following steps:

1. Email BAVN Support at [support@labavn.org](mailto:support@labavn.org).
2. Email Amelia “Mel” Sayo at [N4187@lapd.lacity.org](mailto:N4187@lapd.lacity.org).

If the above procedures are not followed as stipulated, incomplete outreach and/or incomplete documentation may not be accepted.

***Each indicator (2-6) is evaluated on a pass/fail basis. All indicators (2-6) must be passed to be deemed responsive. Only BIP Outreach documentation submitted under the bidders name will be evaluated. Therefore submission by a third party will result in the bidder being deemed non-responsive.***

1	<b>LEVEL OF ANTICIPATED MBE, WBE, SBE, EBE, and DVBE PARTICIPATION</b>
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The proposer has performed a BIP Outreach in an attempt to obtain potential subconsultant participation by MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs which could be expected by the Board to produce a reasonable level of participation by interested business enterprises, including the MBE, WBE, SBE, EBE and DVBE anticipated percentages set forth on Page 1 herein and to have the proposer meet the subconsulting expectations for the project.

2	<b>ATTENDED PRE-BID MEETING</b>
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The proposer attended the pre-proposal meeting scheduled by the Project Manager to inform all proposers of the requirements for the project for which the contract will be awarded. This requirement may be waived if the proposer certifies it is informed as to those project requirements and has participated in a City-sponsored or City-approved matchmaking event in the

prior 12 months.

**Required Documentation:** An employee of the proposer’s company must attend the pre-submittal meeting scheduled for this project. Credit may not be given if the employee arrives late or fails to sign the pre-submittal meeting attendance roster. This requirement will be waived if the proposer both certifies in writing that it is informed as to the BIP Outreach requirements for the project and has participated in a City-sponsored or City-approved matchmaking event in the prior 12 months as is evidenced by the event attendance documents.

**Note:** If the RFP states that the pre-submittal meeting is mandatory, then attendance at the pre-submittal meeting is the only way to pass this indicator.

<b>3</b>	<b>SUFFICIENT WORK IDENTIFIED FOR SUBCONSULTANTS</b>
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The proposer has identified the minimum number, as determined by the Awarding Authority, of specific items of work that will be performed by subconsultants. This will ensure an opportunity for subconsultant participation among MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs.

**Required Documentation:** Outreach via e-mail in the selected potential work items. This outreach must be performed using the BAVN’s BIP Outreach system. The outreach must be to potential MBE, WBE, SBE, EBE, DVBE, and OBE subconsultants who are currently registered on the BAVN. Failure of the proposer to outreach in all of the potential work items selected by the City as potential subconsulting work items may result in the RFP response being deemed non-responsive.

**Note:** City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline.

<b>4</b>	<b>WRITTEN NOTICES TO SUBCONSULTANTS</b>
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All notifications must be provided utilizing BAVN, and made not less than **fifteen (15) calendar days** prior to the date the Prime Bid/Proposal is required to be submitted. In all instances, proposers must document that invitations for subcontracting bids were sent to available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each item of work to be performed.

**Required Documentation:** E-mail notification in each of the selected potential work items to potentially available MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs for each anticipated work item to be performed. The notification must be performed using the BAVN’s BIP Outreach system. The notification must be to potential subconsultants currently registered on the BAVN. If the proposer is aware of a potential subconsultant that is not currently registered on the BAVN, it is the proposer’s responsibility to encourage the potential subconsultant to become registered so that the proposer can include them as part of their outreach. Letters must contain areas of work anticipated to be subconsulted, City of Los Angeles project name, name of the proposer, and contact person’s name, address, and telephone number. Proposers are required to send notifications to a sufficient number of firms comprised of MBEs, WBEs, SBEs, EBEs, DVBEs and OBEs in each potential work item chosen, as determined by the City. What is considered sufficient will be determined by the total number of potential subconsultants in each specific work item.



The City will determine each work area by the North American Industry Classification System (NAICS) code. The following table shows the sufficient number of MBE, WBE, SBE, EBE, DVBE and OBE subcontractors that need to be notified for each work area.

# of Subcontractors in NAICS Code	% Prime Must Notify	Number Prime Must Notify
1-10	100%	1-10
11-20	80%	9-16
21-50	60%	13-30
51-100	40%	21-40
101-200	25%	26-50
>200	10%	20+

A proposer’s failure to utilize this notification function will result in their RFP response being deemed non-responsive.

**Note:** Proposers will not be able to utilize the BAVN’s BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. In utilizing the BAVN’s notification function, proposers will receive a message if they have failed to outreach to a sufficient number of firms when they go to view their summary sheet. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording is perceived to seriously limit potential subconsultant responses. City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline. Proposers are encouraged to print their BIP Outreach summary sheet prior to logging out as documented proof of their progress.

<b>5</b>	<b>PLANS, SPECIFICATIONS AND REQUIREMENTS</b>
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The proposer provided interested potential subconsultants with information about the availability of plans, specifications, and requirements for the selected subconsulting work.

**Required Documentation:** Include in Indicator 4, information detailing how, where and when the proposer will make the required information available to interested potential subconsultants. The notification must be performed using the BAVN’s BIP Outreach system.

**Note:** For purposes of RFPs, making a copy of the RFP available to potential subconsultants will meet this requirement. At the time a proposer utilizes the BAVN’s BIP Outreach notification function, the required information will automatically be included in the notification. Proposers will not be able to utilize the BAVN’s BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline.

<b>6</b>	<b>NEGOTIATED IN GOOD FAITH</b>
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The proposer has responded to every unsolicited offer sent by a Registered Subcontractor using BAVN and has evaluated in good faith bids or proposals submitted by interested MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs. Proposers must not unjustifiably reject as unsatisfactory a bid or proposal offered by a Registered Subcontractor, as determined by the Awarding Authority. The proposer must submit a list of all subcontractors for each item of work, including dollar amounts of potential work for MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs, and a copy of any and all

bids or proposals received. This list must include an explanation of the evaluation that lead to the bid or proposal being rejected and the explanation must have been communicated to the subcontractor using BAVN.

**Required Documentation:**

- a) Schedule A MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants Information Form;
- b) An online Summary Sheet organized by work area, listing the following:
  - 1) The responses and/or bids received;
  - 2) The name of the subconsultant who submitted the bid/quote;
  - 3) A brief reason given for selection/non-selection as a subconsultant;
- c) Copies of all potential MBE/WBE/SBE/EBE/DVBE/OBE bids or quotes received must be submitted prior to award of a contract by the City;

The reasons for selection/non-selection should be included in the notes section of the online Summary Sheet. If the proposer elects to perform a listed work area with its own forces, they must include a bid/quote for comparison purposes and an explanation must be provided and included on the summary sheet. **All bids/quotes received, regardless of whether or not the proposer outreached to the subconsultant, must be submitted and included on the on-line Summary Sheet.** To that extent, the City expects the proposer to submit a bid from each subconsultant listed on the online Summary Sheet, including those listed on the proposer’s Schedule A. **All potential subcontractors with whom the bidder has had contact outside of the BAVN must be documented on the online Summary Sheet.**

The summary sheet must be performed using the BAVN’s BIP Outreach system and must be submitted by 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline. If a bid/quote is submitted by a firm that is not registered with the BAVN, the proposer is required to add that firm to their summary sheet. A proposer’s failure to utilize the BAVN’s summary sheet function will result in their RFP response being deemed non-responsive.

**Note:** Staff will request copies of all of the bids/quotes received as part of the BIP Outreach evaluation process. Proposers must have a bid/quote from each potential subconsultant listed on their Schedule A prior to submission of the Schedule A. The submission of the Schedule A is outlined in G herein. Proposers are encouraged to submit all of their bids/quotes with their RFP response submittal. Proposers will not be able to edit their summary sheet on the BAVN’s BIP Outreach summary sheet function after 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline. City staff will access the BAVN and verify compliance with the summary sheet provision of this indicator after the RFP submission deadline. Proposers are required to have each of the subconsultants on their Schedule A registered on the BAVN prior to being awarded the contract.

7	BOND, LINES OF CREDIT, AND INSURANCE ASSISTANCE
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Each notification by the proposer shall also include an offer of assistance to interested potential MBEs, WBEs, SBEs, EBEs, DVBEs, and OBEs in obtaining bonds, lines of credit, and insurance required by the Awarding Authority or proposer.

**Required Documentation:** Include in Indicator 4, information about the proposer's efforts to assist with bonds, lines of credit and insurance. The notification must be performed using the BAVN’s BIP Outreach system.

**Note:** At the time a proposer utilizes the BAVN’s BIP Outreach notification function, the

required information will automatically be included in the notification. Proposers will not be able to utilize the BAVN's BIP Outreach notification function if there are less than fifteen (15) calendar days prior to the RFP response submittal deadline. Proposers will be given an opportunity to include their own customized statements when utilizing the notification function. However, the City will take into consideration the wording and may deem a proposer non-responsive if the wording seriously limits potential subconsultant responses or is deemed contrary to the intent of this indicator. City staff will access the BAVN and verify compliance with this indicator after the RFP submission deadline.

The proposer shall submit completed BIP Outreach documentation either via the BAVN's BIP Outreach system or prior to award, as specified for each indicator. The Awarding Authority in its review of the BIP Outreach documentation may request additional information to validate and/or clarify that the BIP Outreach submission was adequate. Any additional information submitted after the response due date and time will be treated at a higher level of scrutiny and may require third Party documentation in order to substantiate its authenticity. Such information shall be submitted promptly upon request by the Awarding Authority.

**D. AWARD OF CONTRACT**

The Awarding Authority reserves the right to reject any and all RFP responses. The award of a contract will be to the responsive, responsible proposer whose proposal complies with all requirements prescribed herein. This includes compliance with the required Business Inclusion Program Outreach. A positive and adequate demonstration to the satisfaction of the Awarding Authority that a BIP Outreach to include MBE/WBE/SBE/EBE/DVBE/OBE subconsultants' participation was made is a condition for eligibility for award of the contract.

In the event that the Awarding Authority considers awarding away from a proposer because of the proposer's failure to supply adequate BIP Outreach documentation, the Awarding Authority shall afford the proposer an opportunity to present further evidence to the Awarding Authority prior to a public hearing of the proposer's BIP Outreach evaluation.

**E. SUBCONSULTANT SUBSTITUTION**

In addition to the requirements set forth in the provisions pertaining to the listing of subconsultants, the following shall apply for the purpose of this program:

1. Substitution During Contract Duration: The contract award requires that the level of all subconsultant participation shall be maintained throughout the duration of the contract. To this extent, any unapproved reduction in the listed subcontract amount will be considered an unauthorized substitution.
  - a. The Consultant shall request approval of the Awarding Authority for all substitutions of bid-listed (Schedule A) subconsultants.
  - b. The request shall be in writing and submitted to the designated Project Manager for the Awarding Authority. The request shall give the reason for the substitution, the name of the subconsultant and the name of the replacement.
2. MBE/WBE/SBE/EBE/DVBE/OBE Subconsultant Substitution: The Awarding Authority requires that whenever the Consultant seeks to substitute a bid-listed (Schedule A) subconsultant, the Consultant must make a BIP Outreach to replace the subconsultant.

- a. The Consultant shall contact some of each of the following: certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects from each trade for which sub-bid/subconsulting work is available and document the following for submittal:
  - 1. Name of company contacted; contact person and telephone number; date and time of contact.
  - 2. Response for each item of work which was solicited, including dollar amounts.
  - 3. Reason for selection or rejection of sub-bid prospect.
  - 4. In the event that the Consultant is unable to find some certified MBE, certified WBE, certified SBE, certified EBE, certified DVBE, and OBE sub-bid prospects for each trade, the Consultant should contact the Office of Contract Compliance at (213) 847-2684 for assistance prior to certifying under penalty of perjury that it was unable to fully meet this requirement.

I. In the event that a subcontract is reduced due to a project change that will not be specified in a change order, the Consultant shall request approval for reducing the subcontract by documenting the following for submittal:

- a) The name of the company for which the subcontract reduction is requested and the dollar amount of the reduction.
- b) The reason for the reduction. Specific details should be given in order for the Consultant's request to be processed promptly.

c. The Consultant shall submit all documentation to the Awarding Authority's Project Manager.

**F. SUB-AGREEMENT FALSIFICATION**

Falsification or misrepresentation of a sub-agreement as to company name, contract amount and/or actual work to be done by the sub-bidder/subconsultant will result in sanctions set forth in provisions pertaining to listing of subconsultants.

**G. SUBMITTAL DOCUMENTS**

1. MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form (Schedule A)

Proposers shall submit with their proposal the MBE/WBE/SBE/EBE/DVBE/OBE Subcontractors Information Form, provided here in as Schedule A. The proposer shall list itself and the names and addresses of all firms to be used with a complete description of work or supplies to be provided by each, and the description of work to be performed.

2. MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B)

During the term of the contract, the consultant must submit the MBE/WBE/SBE/EBE/DVBE/OBE Utilization Profile (Schedule B) when submitting an invoice to the City.

3. Final Subcontracting Report (Schedule C)

Upon completion of the project, a summary of these records shall be prepared on the "Final Subcontracting Report" form (Schedule C) and certified correct by the consultant or its authorized representative. The completed form shall be furnished to the Awarding Authority within 15 working days after completion of the contract.

**H. RESPONSIBILITY FOR IMPLEMENTATION AND MONITORING**

The Awarding Authority which acts as the City's Project Manager for the resulting contract will be the responsible entity for proper implementation and monitoring of the policy.

**I. AWARD OF CONTRACT**

Nothing herein restricts the discretion of the Awarding Authority to reject all proposals in accordance with Charter Section 371.

**SCHEDULE A  
CITY OF LOS ANGELES  
MBE/WBE/SBE/EBE/DVBE/OBE SUBCONTRACTORS INFORMATION FORM**

(NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN ALL SHEETS)

<b>Project Title</b>
----------------------

<b>Proposer</b>	<b>Address</b>
<b>Contact Person</b>	<b>Phone/Fax</b>

LIST OF ALL SUBCONSULTANTS (SERVICE PROVIDERS/SUPPLIERS/ETC.)				
NAME, ADDRESS, TELEPHONE NO. OF SUBCONSULTANT	DESCRIPTION OF WORK OR SUPPLY	MBE/WBE/SBE/EBE/DVBE/OBE	CALTRANS/CITY/MTA CERT. NO.	DOLLAR VALUE OF SUBCONTRACT

PERCENTAGE OF MBE/WBE/SBE/EBE/DVBE/OBE PARTICIPATION			<hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> <b>Signature of Person Completing this Form</b>  <hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> <b>Printed Name of Person Completing this Form</b>  <hr style="border: none; border-top: 1px solid black; margin-bottom: 10px;"/> <b>Title</b> <span style="float: right;"><b>Date</b></span>
	DOLLARS	PERCENT	
<b>TOTAL MBE AMOUNT</b>	\$	%	
<b>TOTAL WBE AMOUNT</b>	\$	%	
<b>TOTAL SBE AMOUNT</b>	\$	%	
<b>TOTAL EBE AMOUNT</b>	\$	%	
<b>TOTAL DVBE AMOUNT</b>	\$	%	
<b>TOTAL OBE AMOUNT</b>	\$	%	
<b>BASE BID AMOUNT</b>	\$		

**MUST BE SUBMITTED WITH PROPOSAL**

**SCHEDULE B  
CITY OF LOS ANGELES  
MBE/WBE/SBE/EBE/DVBE/OBE UTILIZATION PROFILE**

<b>Project Title</b>	<b>Contract No.</b>
----------------------	---------------------

<b>Consultant</b>	<b>Address</b>
<b>Contact Person</b>	<b>Phone/Fax</b>

CONTRACT AMOUNT (INCLUDING AMENDMENTS)	THIS INVOICE AMOUNT	INVOICED TO DATE AMOUNT (INCLUDE THIS INVOICE)

MBE/WBE/SBE/EBE/DVBE/OBE SUBCONTRACTORS (LIST ALL SUBS)					
NAME OF SUBCONTRACTOR	MBE/WBE/ SBE/EBE/ DVBE/OBE	ORIGINAL SUBCONTRACT AMOUNT	THIS INVOICE (AMOUNT NOW DUE)	INVOICED TO DATE (INCLUDE THIS INVOICE)	SCHEDULED PARTICIPATION TO DATE

CURRENT PERCENTAGE OF MBE/WBE/SBE/EBE/DVBE/OBE PARTICIPATION TO DATE			Signature of Person Completing this Form:  _____
	DOLLARS	PERCENT	
TOTAL MBE PARTICIPATION	\$	%	Printed Name of Person Completing this Form:  _____
TOTAL WBE PARTICIPATION	\$	%	
TOTAL SBE PARTICIPATION	\$	%	
TOTAL EBE PARTICIPATON	\$	%	
TOTAL DVBE PARTICIPATION	\$	%	
TOTAL OBE PARTICIPATION	\$	%	
			Title: _____ Date: _____

**SCHEDULE C  
CITY OF LOS ANGELES  
FINAL SUBCONTRACTING REPORT**

<b>Project Title</b>		<b>Contract No.</b>
<b>Company Name</b>	<b>Address</b>	
<b>Contact Person</b>		<b>Phone</b>

Name, Address, Telephone No. of all Subconsultants Listed on Schedule B	Description of Work or Supply	MBE/WBE/SBE/EBE/DVBE/OBE	Original Dollar Value of Subcontract	Actual Dollar Value of Subcontract*

\* If the actual dollar value differs from the original dollar value, explain the differences and give details.

	Total Dollars	Achieved Levels	Pledged Levels		Total Dollars	Achieved Levels	Pledged Levels
<b>MBE Participation</b>				<b>WBE Participation</b>			
<b>SBE Participation</b>				<b>EBE Participation</b>			
<b>DVBE Participation</b>				<b>OBE Participation</b>			

\_\_\_\_\_  
Signature of Person Completing this Form                      Printed Name                      Title                      Date

**SUBMIT WITHIN 15 DAYS OF PROJECT COMPLETION**



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**EXHIBIT 10**

**LOCAL BUSINESS PREFERENCE PROGRAM**

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# PROPOSAL

(Pages LBPP-1 through LBPP-7)

**CITY OF LOS ANGELES**  
**REQUEST FOR PROPOSALS- LOCAL BUSINESS PREFERENCE PROGRAM (LBPP)**  
**City of Los Angeles Ordinance No. 181910, Article 21, Sections 10.47, *et esq.* of the Los Angeles Administrative Code**

Local Business Prime	8%
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Or

Local Business Subcontractor (s)	Up to 5%
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NOTE: Local Business Preference Program information and/or assistance may be obtained through the **[Enter Awarding Authority contact information here.]**

## **MANDATORY LOCAL BUSINESS PREFERENCE PROGRAM (LBPP) FOR USE ON CITY-FUNDED CONTRACTS GREATER THAN \$150,000.00**

### **A. General**

This program is subject to the policies and requirements established by the City Council and the City of Los Angeles (City) Mayor's Office. The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. The Local Business Preference Program (LBPP) aims to benefit the City by increasing local jobs and expenditures within the private sector. The LBPP is set forth herein. Bidders should be fully informed of this program.

**Awarding Authorities shall opt out when the contract is funded by a grant or is federally funded and funding regulations prohibit the funding recipient from implementing the LBPP on the resulting contract. The Awarding Authority can also opt out of the program when full and open competition is limited because of a sole source vendor, provider, or supplier. Finally, the Awarding Authority is entitled to determine at anytime before the award of a contract that it is not in the City's best interest to grant a proposal preference to a qualifying Local Business, Local Subcontractor, or Provisionally Qualified Local Business. Failure to comply with the LBPP shall result in investigations by the Bureau of Contract Administration/ Office of Contract Compliance (BCA/OCC) in its role as the Designated Administrative Agency.**

### **B. Participation Criteria for Local Business Preference Program**

To be eligible for participation in this program, the BCA/OCC requires that the prospective local business submit an affidavit attesting as such on the Los Angeles Business Assistance Virtual Network (LABAVN) website. An affidavit form is available to be downloaded on the LABAVN website at <http://www.labavn.org>. Determination of qualification as a local business by any other entities, other than BCA/OCC, or by any other means other than submission of an affidavit on LABAVN shall not be accepted for purposes of participation in the LBPP. Affidavit forms are prioritized according to the date they are received. The local business must be listed on LABAVN as such prior to the proposal deadline in order to participate in the LBPP. In cases where the affidavit was submitted prior to the proposal deadline but has not been verified by BCA/OCC and the local business designation would result in a change of award recommendation, status as a local business will be based on the date it was submitted.

### **C. Definitions**

1. "Awarding Authority" means any Board or Commission of the City, or any employee or officer of the City, except those of departments that control their own funds, authorized to award or enter into any Contract, as defined by Article 21, Section 1 of the Los Angeles Administrative Code, on behalf of the City. The Proprietary Departments and the Departments of Recreation and Parks, and Library are strongly encouraged to

adopt local preference programs consonant with the provisions of Article 21, Section 10.47, *et seq.*

2. "Contract" means a written agreement involving consideration in excess of \$150,000.00 for the purchase of goods, equipment or services, including construction, by or for the benefit of the City or its residents.
3. "Contractor" means the person, business or entity awarded the Contract by the Awarding Authority.
4. "Bid Price" means the dollar amount after the bidder's quoted price is adjusted for evaluation in accordance with applicable provisions.
5. "Local Business" means a business entity that occupies work space within the County, is in compliance with all applicable City and County licensing and tax laws, and can demonstrate one of the following: (1) it is headquartered in the County and physically conducts and manages all of its operations from a location in the County; (2) that at least 50 of its full time employees perform work within the boundaries of the County at least 60 percent of their total regular hours worked on an annual basis; or (3) that at least half of the full-time employees (50%) of the business work within the boundaries of the County at minimum of 60 percent of their total, regular hours worked on an annual basis.
  - a. A business entity with multiple locations within the County, can aggregate 50 of its full time employees working at least 60% of their regular hours from its different locations within the County to qualify as a Local Business.
  - b. A business entity awarded a City contract under the LBPP, must carry out the services of the contract using employees whose exclusive, primary working location is in Los Angeles County.
  - c. A joint venture must be a legally established entity and be certified as an LBE in order to participate in the LBPP. Individual LBE certification by one or more of the joint venture partners will not be considered sufficient to qualify for participation in the LBPP.
6. "Local Subcontractor" means a contractor that meets the same qualification as a local business.
7. "Provisionally Qualified Local Business" means a business entity that is yet to establish operations within the County, and does not immediately qualify as a local business under the Los Angeles Administrative Code. However, the business is provisionally qualified as a local business because it is undertaking imminent steps to qualify as a local business as defined by Article 21, Section 10.47.3. No later than 30 days after the Awarding Authority notifies the bidder of its intent to award the contract to them, the Provisionally Qualified Local Business must demonstrate that it is a party to an enforceable, contractual right to occupy commercial space within the County, that its

occupancy will commence no later than 60 days after the date on which the Contract with the City is executed, and can demonstrate that before the Contractor is scheduled to begin performance under the contract with the City, the Contractor will satisfy the requirements of Subsection C of Section 10.47.2.

8. "Supplier" and/or "Regular Dealer" means a business that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. Additionally, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers. A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as previously described if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis.

D. Local Business Preference Program Participation Recognition

1. Qualifying contractors who participate in the LBPP by qualifying as a local business will receive 8% of the total possible evaluation points added to their evaluation score provided their bid proposal is in excess of \$150,000.00 or in excess of \$1,000,000.00 if a Provisionally Qualified Local Business.
2. Qualifying contractors who participate in the LBPP but do not qualify as a local business, but however are qualified because they identify a qualified local subcontractor to perform the work under the contract will receive up to a 5% of the total possible evaluation points added to their evaluation score.
  - a. The Awarding Authority shall provide 1% of the total possible evaluation points credit, up to a maximum of 5%, to the contractor's evaluation score for every 10% of the total cost of the proposed work to be performed by the local subcontractor. This rule applies to a local subcontractor or local subcontractors; provided that the work performed is of a commercially useful purpose in execution of the contract and/or performed in the subcontractor's normal course of business. The work performed and all costs of each local subcontractor or subcontractors should be clearly specified in the proposal.
3. Preferences shall only be awarded to a Local Business or Local Subcontractor when the services provided under the contract are directly provided by its employees whose primary work location is in Los Angeles County. Preferences shall only be awarded for equipment, goods or materials when the Local Business or Local Subcontractor acts as a supplier or dealer (not less than two thirds of the time), or designs, manufactures, or

assembles the equipment, goods or materials (not less than two thirds of the time), at a business location in the County.

4. A Provisionally Qualified Local Business who participates in the LBPP by qualifying as a local business will receive 8% of the total possible evaluation points credit added to its evaluation score, as long as the proposed contract between the business and the City involves consideration valued at no less than \$1,000,000.00 and has a duration of no less than three (3) years.
  - a. To participate in the program a proposed Provisionally Qualified Local Business must download and complete a Provisionally Qualified Local Business affidavit form at <http://bca.lacity.org>, which it shall attach and submit with its bid documents to the Awarding Department.
5. Once a Business asserting to be a Provisionally Qualified Local Business is notified by the Awarding Department of its intent to award a contract, the Provisionally Qualified Local Business shall submit all of the following documentation: (1) an enforceable, contractual right to occupy commercial space within the County, which shall commence no later than 60 days after the date of the execution of the contract; (2) a business plan on its ability to become a Local business; (3) any other sufficient documentation required by the Awarding Authority.

All required supporting documentation/ evidence demonstrating qualification as a Provisionally Qualified Local Business must be submitted to the Awarding Department within 30 days of request.

- a. If an Awarding Department is satisfied with the documentation submitted by the Provisionally Qualified Local Business, and it determines that it shall award the contract to the business, then the Awarding Department, prior to the execution of the contract, shall send BCA a memo stating that the business was able to demonstrate that it qualifies as a Provisionally Qualified Local Business. The memo shall also list the documents received by the Awarding Department, with copies attached, and recommend that BCA determine the business to be a Provisionally Qualified Local Business.
6. A Provisionally Qualified Local Business shall lose its status as such when it fails to fully comply as a local business within 60 days after the date on which the Contract with the City is executed. The Awarding Department shall notify the Provisionally Qualified Local Business thirty (30) days after contract award that it comply as a local business or contract award will be rescinded.
7. Loss of status as a Provisionally Qualified Local Business is permanent and forbids a business from qualifying as a Provisionally Qualified Local Business in the future for purposes of bidding on City Contracts.

8. The maximum preference for all qualifying local businesses, local subcontractor (s), and provisionally qualified local businesses shall not exceed 8% credit of the total evaluation points for any proposal.
9. In the event where a certified Local business, bids on a City contract, and is determined by the Awarding Department after the bid deadline to not qualify as a Local Business, the business will be eligible for the Local Subcontractor Preference of up to 5%, if it has identified a qualifying Local Subcontractor(s) to perform work under the contract.
  - a. The above exemption shall only apply where the non-compliance is an error or mistake. It shall not apply to a business that intentionally or fraudulently claims to be a Local Business through misleading or false statements.
  - b. It is the responsibility of the business registered on LABAVN as a certified Local Business to inform BCA via email at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org), that it no longer meets the certification criteria within 7 days of the change. Failure to do so shall be construed as a misleading and/or false statement.
10. Upon receipt of information believed by the Awarding Authority to be reliable and which indicates that the Local Business no longer qualifies as a Local Business for more than 60 days during the entire time of the Contract, the Awarding Authority shall withhold or recover funds from the Contractor in an amount that represents the value of 8% of the executed contract.
11. If for any reason the Local Subcontractor, providing the basis for a Local Subcontractor Preference, is unable to, or does not, perform the work under the Contract; the Contractor shall, within 60 days, replace that Local Subcontractor with another Local Subcontractor. If the Contractor is unable to replace the Local Subcontractor specified in the Contract with another Local Subcontractor within 60 days, the Awarding Authority shall be entitled to withhold or recover funds from the Contractor in an amount that represents the value of the work that was pledged to the Local Subcontractor, not to exceed 8% of the Contractor's executed contract.
12. Value of the Proposal Preference may be calculated as the difference between the Proposal price between the Contractor's Proposal and the Proposal of the next most competitive bid. In cases where the value of the awarded Business's proposal price is lower, the value of the Proposal Preference may be calculated as the product between the proposal preference percentage points provided and the submitted proposal price.
13. In the event that investigations reveal that a business fraudulently represents itself as a Local Business for the purpose of gaining a preference under the LBPP, the business shall not be eligible for the Local Business status for up to five years from the date of disqualification. This will also apply to any business that has received a preference, but failed to maintain its Local Business qualification for a cumulative of 60 days during the entire time of the contract.

E. Complaints and Protests

1. All complaints and/or protests regarding qualifying local businesses, provisionally qualified local businesses, and local subcontractors claiming non-compliance by Awarding Authorities or its failure to maintain certification criteria, shall be made to the BCA/OCC either in writing or by email for further investigations. Complaints must be accompanied by documentation which substantiates complainant's allegations.
2. Any complaints that meet the criteria of No. 1 shall be investigated by BCA/OCC in its role as the Designated Administrative Agency.

Submit complaints to:

**By Mail**

**Bureau of Contract Administration  
Office of Contract Compliance  
Department of Public Works  
1149 South Broadway, Suite 300  
Los Angeles, CA 90015**

**By Email**

**[bca.biphelp@lacity.org](mailto:bca.biphelp@lacity.org)**



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**EXHIBIT 11**

**MUNICIPAL LOBBYING ORDINANCE COMPLIANCE FORM**

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City Ethics Commission  
 200 N Spring Street  
 City Hall — 24th Floor  
 Los Angeles, CA 90012  
 Mail Stop 129  
 (213) 978-1960

# Bidder Certification

## CEC Form 50

*This form must be submitted to the awarding authority with your bid or proposal for the contract noted below. Please write legibly.*

Original filing     Amended filing (original signed on \_\_\_\_\_; last amendment signed on \_\_\_\_\_)

**Bid/Contract/BAVN Number:**

**Awarding Authority (Department):**

**Name of Bidder:**

**Phone:**

**Address:**

**Email:**

### CERTIFICATION

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

- A. I am a person or entity that is applying for a contract with the City of Los Angeles.
- B. The contract for which I am applying is an agreement for one of the following:
  - 1. The performance of work or service to the City or the public;
  - 2. The provision of goods, equipment, materials, or supplies;
  - 3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h); or
  - 4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(l):
    - a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
      - i. Are provided on premises that are visited frequently by substantial numbers of the public; or
      - ii. Could be provided by City employees if the awarding authority had the resources; or
      - iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
    - b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37.1(l)(b).
- C. The value and duration of the contract for which I am applying is one of the following:
  - 1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;
  - 2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or
  - 3. For construction contracts, public leases, or licenses—any value and duration.
- D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### Los Angeles Administrative Code § 10.40.1

- (h) **“City Financial Assistance Recipient”** means any person who receives from the City discrete financial assistance in the amount of One Hundred Thousand Dollars (\$100,000.00) or more for economic development or job growth expressly articulated and identified by the City, as contrasted with generalized financial assistance such as through tax legislation.

Categories of such assistance shall include, but are not limited to, bond financing, planning assistance, tax increment financing exclusively by the City, and tax credits, and shall not include assistance provided by the Community Development Bank. City staff assistance shall not be regarded as financial assistance for purposes of this article. A loan shall not be regarded as financial assistance. The forgiveness of a loan shall be regarded as financial assistance. A loan shall be regarded as financial assistance to the extent of any differential between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan by the applicable federal rate as used in 26 U.S.C. Sections 1274(d), 7872(f). A recipient shall not be deemed to include lessees and sublessees.

#### Los Angeles Administrative Code § 10.37.1

- (l) **Public lease or license**

- (a) Except as provided in (l)(b), “Public lease or license” means a lease or license of City property on which services are rendered by employees of the public lessee or licensee or sublessee or sublicensee, or of a contractor or subcontractor, but only where any of the following applies:
- (1) The services are rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities); or
  - (2) Any of the services could feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources; or
  - (3) The DAA has determined in writing that coverage would further the proprietary interests of the City.
- (b) A public lessee or licensee will be exempt from the requirements of this article subject to the following limitations:
- (1) The lessee or licensee has annual gross revenues of less than the annual gross revenue threshold, three hundred fifty thousand dollars (\$350,000), from business conducted on City property;
  - (2) The lessee or licensee employs no more than seven (7) people total in the company on and off City property;
  - (3) To qualify for this exemption, the lessee or licensee must provide proof of its gross revenues and number of people it employs in the company’s entire workforce to the awarding authority as required by regulation;
  - (4) Whether annual gross revenues are less than three hundred fifty thousand dollars (\$350,000) shall be determined based on the gross revenues for the last tax year prior to application or such other period as may be established by regulation;
  - (5) The annual gross revenue threshold shall be adjusted annually at the same rate and at the same time as the living wage is adjusted under section 10.37.2 (a);
  - (6) A lessee or licensee shall be deemed to employ no more than seven (7) people if the company’s entire workforce worked an average of no more than one thousand two-hundred fourteen (1,214) hours per month for at least three-fourths (3/4) of the time period that the revenue limitation is measured;
  - (7) Public leases and licenses shall be deemed to include public subleases and sublicenses;
  - (8) If a public lease or license has a term of more than two (2) years, the exemption granted pursuant to this section shall expire after two (2) years but shall be renewable in two-year increments upon meeting the requirements therefor at the time of the renewal application or such period established by regulation.

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**EXHIBIT 12**

**BIDDER CONTRIBUTIONS**

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City Ethics Commission  
 200 N Spring Street  
 City Hall — 24th Floor  
 Los Angeles, CA 90012  
 Mail Stop 129  
 (213) 978-1960

# Prohibited Contributors (Bidders)

## CEC Form 55

*This form must be completed in its entirety and submitted to the awarding authority with your bid or proposal for the contract noted below. A bid or proposal that does not include a completed form will be deemed nonresponsive. Please write legibly.*

Original filing  Amended filing (original signed on \_\_\_\_\_; last amendment signed on \_\_\_\_\_)

**Bid/Contract/BAVN Number** (or other identifying information if no number):

**Date Bid Submitted:**

**Description of Contract:**

**Awarding Authority (Department):**

### BIDDER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_ Phone: \_\_\_\_\_

State Contractor ID: \_\_\_\_\_

*State ID must be disclosed for identification purposes, even if not performing work on this contract under that license. If the bidder does not have a state contractor ID, indicate "not applicable".*

### PRINCIPALS

Please identify the names and titles of all principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ additional sheets are attached.  Bidder is an individual and no other principals exist.



City Ethics Commission  
 200 N Spring Street  
 City Hall — 24th Floor  
 Los Angeles, CA 90012  
 Mail Stop 129  
 (213) 978-1960

# Prohibited Contributors (Bidders)

## CEC Form 55

### SUBCONTRACTORS

Please identify all subcontractors whose subcontracts are worth \$100,000 or more (attach additional sheets if necessary). If the subcontractor has a state contractor license, the ID must be disclosed for identification purposes, even if the subcontractor is not performing work on this contract under that license.

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Address: \_\_\_\_\_

State Contractor ID (for identification purposes; if none, indicate "not applicable"): \_\_\_\_\_

\_\_\_\_\_ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.



City Ethics Commission  
 200 N Spring Street  
 City Hall — 24th Floor  
 Los Angeles, CA 90012  
 Mail Stop 129  
 (213) 978-1960

# Prohibited Contributors (Bidders) CEC Form 55

## PRINCIPALS OF SUBCONTRACTORS

Please identify the names and titles of all principals for each subcontractor identified on page 2 (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

Of the subcontractors identified on page 2, the following are individuals and no other principals exist (attach additional sheets if necessary):

Subcontractor: \_\_\_\_\_

Subcontractor: \_\_\_\_\_

\_\_\_\_\_ additional sheets are attached.

Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.

## CERTIFICATION

*I certify that I understand, will comply with, and have notified my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I understand that I must amend this form within ten business days if the information above changes. I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information provided above is true and complete.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

*Under Los Angeles City Charter § 470(c)(12), this form must be submitted to the awarding authority with your bid or proposal. A bid or proposal that does not include a completed Form 55 will be deemed nonresponsive.*

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**EXHIBIT 13**

**STANDARD PROVISIONS FOR CITY CONTRACTS (Rev. 3/09)**

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STANDARD PROVISIONS FOR CITY CONTRACTS

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## **STANDARD PROVISIONS FOR CITY CONTRACTS**

### **PSC-1. CONSTRUCTION OF PROVISIONS AND TITLES HEREIN**

All titles, subtitles, or headings in this Contract have been inserted for convenience, and shall not be deemed to affect the meaning or construction of any of the terms or provisions hereof. The language of this Contract shall be construed according to its fair meaning and not strictly for or against the **CITY** or **CONTRACTOR**. The word "**CONTRACTOR**" herein in this Contract includes the party or parties identified in the Contract. The singular shall include the plural; if there is more than one **CONTRACTOR** herein, unless expressly stated otherwise, their obligations and liabilities hereunder shall be joint and several. Use of the feminine, masculine, or neuter genders shall be deemed to include the genders not used.

### **PSC-2. NUMBER OF ORIGINALS**

The number of original texts of this Contract shall be equal to the number of the parties hereto, one text being retained by each party. At the **CITY'S** option, one or more additional original texts of this Contract may also be retained by the City.

### **PSC-3 APPLICABLE LAW, INTERPRETATION AND ENFORCEMENT**

Each party's performance hereunder shall comply with all applicable laws of the United States of America, the State of California, and the **CITY**, including but not limited to, laws regarding health and safety, labor and employment, wage and hours and licensing laws which affect employees. This Contract shall be enforced and interpreted under the laws of the State of California without regard to conflict of law principles. **CONTRACTOR** shall comply with new, amended, or revised laws, regulations, and/or procedures that apply to the performance of this Contract.

In any action arising out of this Contract, **CONTRACTOR** consents to personal jurisdiction, and agrees to bring all such actions, exclusively in state or federal courts located in Los Angeles County, California.

If any part, term or provision of this Contract is held void, illegal, unenforceable, or in conflict with any law of a federal, state or local government having jurisdiction over this Contract, the validity of the remaining parts, terms or provisions of the Contract shall not be affected thereby.

**PSC-4. TIME OF EFFECTIVENESS**

Unless otherwise provided, this Contract shall take effect when all of the following events have occurred:

- A. This Contract has been signed on behalf of **CONTRACTOR** by the person or persons authorized to bind **CONTRACTOR** hereto;
- B. This Contract has been approved by the City Council or the the board, officer or employee authorized to give such approval;
- C. The Office of the City Attorney has indicated in writing its approval of this Contract as to form; and
- D. This Contract has been signed on behalf of the **CITY** by the person designated by the City Council, or by the board, officer or employee authorized to enter into this Contract.

**PSC-5. INTEGRATED CONTRACT**

This Contract sets forth all of the rights and duties of the parties with respect to the subject matter hereof, and replaces any and all previous Contracts or understandings, whether written or oral, relating thereto. This Contract may be amended only as provided for in paragraph PSC-6 hereof.

**PSC-6. AMENDMENT**

All amendments to this Contract shall be in writing and signed and approved pursuant to the provisions of PSC-4.

**PSC-7. EXCUSABLE DELAYS**

In the event that performance on the part of any party hereto is delayed or suspended as a result of circumstances beyond the reasonable control and without the fault and negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder include, but are not limited to, acts of God or of the public enemy; insurrection; acts of the Federal Government or any unit of State or Local Government in either sovereign or contractual capacity; fires; floods; earthquakes; epidemics; quarantine restrictions; strikes; freight embargoes or delays in transportation, to the extent that they are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

**PSC-8. BREACH**

Except for excusable delays as described in PSC-7, if any party fails to perform, in whole or in part, any promise, covenant, or agreement set forth herein, or should any representation made by it be untrue, any aggrieved party may avail itself of all rights

and remedies, at law or equity, in the courts of law. Said rights and remedies are cumulative of those provided for herein except that in no event shall any party recover more than once, suffer a penalty or forfeiture, or be unjustly compensated.

#### **PSC-9. WAIVER**

A waiver of a default of any part, term or provision of this Contract shall not be construed as a waiver of any succeeding default or as a waiver of the part, term or provision itself. A party's performance after the other party's default shall not be construed as a waiver of that default.

#### **PSC-10. TERMINATION**

##### **A. TERMINATION FOR CONVENIENCE**

The **CITY** may terminate this Contract for the **CITY'S** convenience at any time by giving **CONTRACTOR** thirty days written notice thereof. Upon receipt of said notice, **CONTRACTOR** shall immediately take action not to incur any additional obligations, cost or expenses, except as may be reasonably necessary to terminate its activities. The **CITY** shall pay **CONTRACTOR** its reasonable and allowable costs through the effective date of termination and those reasonable and necessary costs incurred by **CONTRACTOR** to affect such termination. Thereafter, **CONTRACTOR** shall have no further claims against the **CITY** under this Contract. All finished and unfinished documents and materials procured for or produced under this Contract, including all intellectual property rights thereto, shall become **CITY** property upon the date of such termination. **CONTRACTOR** agrees to execute any documents necessary for the **CITY** to perfect, memorialize, or record the **CITY'S** ownership of rights provided herein.

##### **B. TERMINATION FOR BREACH OF CONTRACT**

1. Except for excusable delays as provided in PSC-7, if **CONTRACTOR** fails to perform any of the provisions of this Contract or so fails to make progress as to endanger timely performance of this Contract, the **CITY** may give **CONTRACTOR** written notice of such default. If **CONTRACTOR** does not cure such default or provide a plan to cure such default which is acceptable to the **CITY** within the time permitted by the **CITY**, then the **CITY** may terminate this Contract due to **CONTRACTOR'S** breach of this Contract.
2. If a federal or state proceeding for relief of debtors is undertaken by or against **CONTRACTOR**, or if **CONTRACTOR** makes an assignment for the benefit of creditors, then the **CITY** may immediately terminate this Contract.
3. If **CONTRACTOR** engages in any dishonest conduct related to the performance or administration of this Contract or violates the **CITY'S** lobbying policies, then the **CITY** may immediately terminate this Contract.

4. In the event the **CITY** terminates this Contract as provided in this section, the **CITY** may procure, upon such terms and in such manner as the **CITY** may deem appropriate, services similar in scope and level of effort to those so terminated, and **CONTRACTOR** shall be liable to the **CITY** for all of its costs and damages, including, but not limited, any excess costs for such services.
5. All finished or unfinished documents and materials produced or procured under this Contract, including all intellectual property rights thereto, shall become CITY property upon date of such termination. **CONTRACTOR** agrees to execute any documents necessary for the CITY to perfect, memorialize, or record the CITY'S ownership of rights provided herein.
6. If, after notice of termination of this Contract under the provisions of this section, it is determined for any reason that **CONTRACTOR** was not in default under the provisions of this section, or that the default was excusable under the terms of this Contract, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to PSC-10(A) Termination for Convenience.
7. The rights and remedies of the CITY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

#### **PSC-11. INDEPENDENT CONTRACTOR**

**CONTRACTOR** is acting hereunder as an independent contractor and not as an agent or employee of the **CITY**. **CONTRACTOR** shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the **CITY**.

#### **PSC-12. CONTRACTOR'S PERSONNEL**

Unless otherwise provided or approved by the **CITY**, **CONTRACTOR** shall use its own employees to perform the services described in this Contract. The **CITY** shall have the right to review and approve any personnel who are assigned to work under this Contract. **CONTRACTOR** agrees to remove personnel from performing work under this Contract if requested to do so the **CITY**.

**CONTRACTOR** shall not use subcontractors to assist in performance of the Contract without the prior written approval of the **CITY**. If the **CITY** permits the use of subcontractors, **CONTRACTORS** shall remain responsible for performing all aspects of

this Contract. The **CITY** has the right to approve **CONTRACTOR'S** subcontractors, and the **CITY** reserves the right to request replacement of subcontractors. The **CITY** does not have any obligation to pay **CONTRACTOR'S** subcontractors, and nothing herein creates any privity between the **CITY** and the subcontractors.

**PSC-13. PROHIBITION AGAINST ASSIGNMENT OR DELEGATION**

**CONTRACTOR** may not, unless it has first obtained the written permission of the **CITY**:

- A. Assign or otherwise alienate any of its rights under this Contract, including the right to payment; or
- B. Delegate, subcontract, or otherwise transfer any of its duties under this Contract.

**PSC-14. PERMITS**

**CONTRACTOR** and its directors, officers, partners, agents, employees, and subcontractors, to the extent allowed hereunder, shall obtain and maintain all licenses, permits, certifications and other documents necessary for **CONTRACTOR'S** performance hereunder and shall pay any fees required therefor. **CONTRACTOR** certifies to immediately notify the **CITY** of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents.

**PSC-15. CLAIMS FOR LABOR AND MATERIALS**

**CONTRACTOR** shall promptly pay when due all amounts payable for labor and materials furnished in the performance of this Contract so as to prevent any lien or other claim under any provision of law from arising against any **CITY** property (including reports, documents, and other tangible or intangible matter produced by **CONTRACTOR** hereunder), against **CONTRACTOR'S** rights to payments hereunder, or against the **CITY**, and shall pay all amounts due under the Unemployment Insurance Act with respect to such labor.

**PSC-16. CURRENT LOS ANGELES CITY BUSINESS TAX REGISTRATION CERTIFICATE REQUIRED**

If applicable, **CONTRACTOR** represents that it has obtained and presently holds the Business Tax Registration Certificate(s) required by the **CITY'S** Business Tax Ordinance, Section 21.00 *et seq.* of the Los Angeles Municipal Code. For the term covered by this Contract, **CONTRACTOR** shall maintain, or obtain as necessary, all such Certificates required of it under the Business Tax Ordinance, and shall not allow any such Certificate to be revoked or suspended.

**PSC-17. RETENTION OF RECORDS, AUDIT AND REPORTS**

**CONTRACTOR** shall maintain all records, including records of financial transactions, pertaining to the performance of this Contract, in their original form, in accordance with

requirements prescribed by the **CITY**. These records shall be retained for a period of no less than three years following final payment made by the **CITY** hereunder or the expiration date of this Contract, whichever occurs last. Said records shall be subject to examination and audit by authorized **CITY** personnel or by the **CITY'S** representative at any time during the term of this Contract or within the three years following final payment made by the **CITY** hereunder or the expiration date of this Contract, whichever occurs last. **CONTRACTOR** shall provide any reports requested by the **CITY** regarding performance of this Contract. Any subcontract entered into by **CONTRACTOR**, to the extent allowed hereunder, shall include a like provision for work to be performed under this Contract.

#### **PSC-18. FALSE CLAIMS ACT**

**CONTRACTOR** acknowledges that it is aware of liabilities resulting from submitting a false claim for payment by the **CITY** under the False Claims Act (Cal. Gov. Code §§ 12650 *et seq.*), including treble damages, costs of legal actions to recover payments, and civil penalties of up to \$10,000 per false claim.

#### **PSC-19. BONDS**

All bonds which may be required hereunder shall conform to **CITY** requirements established by Charter, ordinance or policy, and shall be filed with the Office of the City Administrative Officer, Risk Management for its review and acceptance in accordance with Sections 11.47 through 11.56 of the Los Angeles Administrative Code.

#### **PSC-20. INDEMNIFICATION**

Except for the active negligence or willful misconduct of the **CITY**, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, **CONTRACTOR** undertakes and agrees to defend, indemnify and hold harmless the **CITY** and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever, for death or injury to any person, including **CONTRACTOR'S** employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Contract by **CONTRACTOR** or its subcontractors of any tier. Rights and remedies available to the **CITY** under this provision are cumulative of those provided for elsewhere in this Contract and those allowed under the laws of the United States, the State of California, and the **CITY**. The provisions of PSC-20 shall survive expiration or termination of this Contract.

#### **PSC-21. INTELLECTUAL PROPERTY INDEMNIFICATION**

**CONTRACTOR**, at its own expense, undertakes and agrees to defend, indemnify, and hold harmless the **CITY**, and any of its Boards, Officers, Agents, Employees, Assigns,



and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the **CITY**, including but not limited to, costs of experts and consultants), damages or liability of any nature whatsoever arising out of the infringement, actual or alleged, direct or contributory, of any intellectual property rights, including, without limitation, patent, copyright, trademark, trade secret, right of publicity and proprietary information right (1) on or in any design, medium, matter, article, process, method, application, equipment, device, instrumentation, software, hardware, or firmware used by **CONTRACTOR**, or its subcontractors of any tier, in performing the work under this Contract; or (2) as a result of the **CITY'S** actual or intended use of any Work Product furnished by **CONTRACTOR**, or its subcontractors of any tier, under the Agreement. Rights and remedies available to the **CITY** under this provision are cumulative of those provided for elsewhere in this Contract and those allowed under the laws of the United States, the State of California, and the **CITY**. The provisions of PSC-21 shall survive expiration of termination of this Contract.

#### **PSC-22. INTELLECTUAL PROPERTY WARRANTY**

**CONTRACTOR** represents and warrants that its performance of all obligations under this Contract does not infringe in any way, directly or contributorily, upon any third party's intellectual property rights, including, without limitation, patents, copyrights, trademarks, trade secrets, rights of publicity and proprietary information.

#### **PSC-23. OWNERSHIP AND LICENSE**

Unless otherwise provided for herein, all Work Products originated and prepared by **CONTRACTOR** or its subcontractors of any tier under this Contract shall be and remain the exclusive property of the **CITY** for its use in any manner it deems appropriate. Work Products are all works, tangible or not, created under this Contract including, without limitation, documents, material, data, reports, manuals, specifications, artwork, drawings, sketches, computer programs and databases, schematics, photographs, video and audiovisual recordings, sound recordings, marks, logos, graphic designs, notes, websites, domain names, inventions, processes, formulas matters and combinations thereof, and all forms of intellectual property. **CONTRACTOR** hereby assigns, and agrees to assign, all goodwill, copyright, trademark, patent, trade secret and all other intellectual property rights worldwide in any Work Products originated and prepared by **CONTRACTOR** under this Contract. **CONTRACTOR** further agrees to execute any documents necessary for the **CITY** to perfect, memorialize, or record the **CITY'S** ownership of rights provided herein.

For all Work Products delivered to the **CITY** that are not originated or prepared by **CONTRACTOR** or its subcontractors of any tier under this Contract, **CONTRACTOR** hereby grants a non-exclusive perpetual license to use such Work Products for any **CITY** purposes.

**CONTRACTOR** shall not provide or disclose any Work Product to any third party without prior written consent of the **CITY**.

Any subcontract entered into by **CONTRACTOR** relating to this Contract, to the extent allowed hereunder, shall include a like provision for work to be performed under this Contract to contractually bind or otherwise oblige its subcontractors performing work under this Contract such that the **CITY'S** ownership and license rights of all Work Products are preserved and protected as intended herein. Failure of **CONTRACTOR** to comply with this requirement or to obtain the compliance of its subcontractors with such obligations shall subject **CONTRACTOR** to the imposition of any and all sanctions allowed by law, including but not limited to termination of **CONTRACTOR'S** contract with the **CITY**.

**PSC-24. INSURANCE**

During the term of this Contract and without limiting **CONTRACTOR'S** indemnification of the **CITY**, **CONTRACTOR** shall provide and maintain at its own expense a program of insurance having the coverages and limits customarily carried and actually arranged by **CONTRACTOR**, but not less than the amounts and types listed on the Required Insurance and Minimum Limits sheet (Form General 146 in Exhibit 1 hereto), covering its operations hereunder. Such insurance shall conform to **CITY** requirements established by Charter, ordinance or policy, shall comply with the Insurance Contractual Requirements (Form General 133 in Exhibit 1 hereto) and shall otherwise be in a form acceptable to the Office of the City Administrative Officer, Risk Management. **CONTRACTOR** shall comply with all Insurance Contractual Requirements shown on Exhibit 1 hereto. Exhibit 1 is hereby incorporated by reference and made a part of this Contract.

**PSC-25. DISCOUNT TERMS**

**CONTRACTOR** agrees to offer the **CITY** any discount terms that are offered to its best customers for the goods and services to be provided hereunder and apply such discount to payments made under this Contract which meet the discount terms.

**PSC-26. WARRANTY AND RESPONSIBILITY OF CONTRACTOR**

**CONTRACTOR** warrants that the work performed hereunder shall be completed in a manner consistent with professional standards practiced among those firms within **CONTRACTOR'S** profession, doing the same or similar work under the same or similar circumstances.

**PSC-27. NON-DISCRIMINATION**

Unless otherwise exempt, this Contract is subject to the non-discrimination provisions in Sections 10.8 through 10.8.2 of the Los Angeles Administrative Code, as amended from time to time. The **CONTRACTOR** shall comply with the applicable non-discrimination and affirmative action provisions of the laws of the United States of America, the State of California, and the **CITY**. In performing this Contract, **CONTRACTOR** shall not

discriminate in its employment practices against any employee or applicant for employment because of such person's race, religion, national origin, ancestry, sex, sexual orientation, age, disability, domestic partner status, marital status or medical condition. Any subcontract entered into by **CONTRACTOR**, to the extent allowed hereunder, shall include a like provision for work to be performed under this Contract.

Failure of **CONTRACTOR** to comply with this requirement or to obtain the compliance of its subcontractors with such obligations shall subject **CONTRACTOR** to the imposition of any and all sanctions allowed by law, including but not limited to termination of **CONTRACTOR'S** contract with the **CITY**.

**PSC-28. EQUAL EMPLOYMENT PRACTICES**

Unless otherwise exempt, this Contract is subject to the equal employment practices provisions in Section 10.8.3 of the Los Angeles Administrative Code, as amended from time to time.

- A. During the performance of this Contract, **CONTRACTOR** agrees and represents that it will provide equal employment practices and **CONTRACTOR** and each subcontractor hereunder will ensure that in his or her employment practices persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age disability, marital status or medical condition.
  - 1. This provision applies to work or service performed or materials manufactured or assembled in the United States.
  - 2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
  - 3. **CONTRACTOR** agrees to post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.
- B. **CONTRACTOR** will, in all solicitations or advertisements for employees placed by or on behalf of **CONTRACTOR**, state that all qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.
- C. As part of the **CITY'S** supplier registration process, and/or at the request of the awarding authority, or the Board of Public Works, Office of Contract Compliance, **CONTRACTOR** shall certify in the specified format that he or she has not discriminated in the performance of **CITY** contracts against any employee or applicant for employment on the basis or because of

race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status or medical condition.

- D. **CONTRACTOR** shall permit access to and may be required to provide certified copies of all of his or her records pertaining to employment and to employment practices by the awarding authority or the Office of Contract Compliance for the purpose of investigation to ascertain compliance with the Equal Employment Practices provisions of CITY contracts. On their or either of their request **CONTRACTOR** shall provide evidence that he or she has or will comply therewith.
- E. The failure of any **CONTRACTOR** to comply with the Equal Employment Practices provisions of this Contract may be deemed to be a material breach of CITY contracts. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that the Board of Public Works, Office of Contract Compliance. No such finding shall be made or penalties assessed except upon a full and fair hearing after notice and an opportunity to be heard has been given to **CONTRACTOR**.
- F. Upon a finding duly made that **CONTRACTOR** has failed to comply with the Equal Employment Practices provisions of a **CITY** contract, the contract may be forthwith canceled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the **CITY**. In addition thereto, such failure to comply may be the basis for a determination by the awarding authority or the Board of Public Works that the **CONTRACTOR** is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Charter of the City of Los Angeles. In the event of such a determination, **CONTRACTOR** shall be disqualified from being awarded a contract with the **CITY** for a period of two years, or until **CONTRACTOR** shall establish and carry out a program in conformance with the provisions hereof.
- G. Notwithstanding any other provision of this Contract, the CITY shall have any and all other remedies at law or in equity for any breach hereof.
- H. Intentionally blank.
- I. Nothing contained in this Contract shall be construed in any manner so as to require or permit any act which is prohibited by law.
- J. At the time a supplier registers to do business with the **CITY**, or when an individual bid or proposal is submitted, **CONTRACTOR** shall agree to adhere to the Equal Employment Practices specified herein during the performance or conduct of **CITY** Contracts.

- K. Equal Employment Practices shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:
  - 1. Hiring practices;
  - 2. Apprenticeships where such approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;
  - 3. Training and promotional opportunities;
  - 4. Reasonable accommodations for persons with disabilities.
  
- L. Any subcontract entered into by **CONTRACTOR** to the extent allowed hereunder, shall include a like provision for work to be performed under this Contract. Failure of **CONTRACTOR** to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject **CONTRACTOR** to the imposition of any and all sanctions allowed by law, including but not limited to termination of the **CONTRACTOR** Contract with the **CITY**.

**PSC-29. AFFIRMATIVE ACTION PROGRAM**

Unless otherwise exempt, this Contract is subject to the affirmative action program provisions in Section 10.8.4 of the Los Angeles Administrative Code, as amended from time to time.

- A. During the performance of a **CITY** contract, **CONTRACTOR** certifies and represents that **CONTRACTOR** and each subcontractor hereunder will adhere to an affirmative action program to ensure that in its employment practices, persons are employed and employees are treated equally and without regard to or because of race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.
  - 1. This provision applies to work or services performed or materials manufactured or assembled in the United States.
  - 2. Nothing in this section shall require or prohibit the establishment of new classifications of employees in any given craft, work or service category.
  - 3. **CONTRACTOR** shall post a copy of Paragraph A hereof in conspicuous places at its place of business available to employees and applicants for employment.
  
- B. **CONTRACTOR** will, in all solicitations or advertisements for employees placed by or on behalf of **CONTRACTOR**, state that all qualified applicants will receive consideration for employment without regard to

their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status or medical condition.

- C. As part of the CITY'S supplier registration process, and/or at the request of the awarding authority or the Office of Contract Compliance, **CONTRACTOR** shall certify on an electronic or hard copy form to be supplied, that **CONTRACTOR** has not discriminated in the performance of **CITY** contracts against any employee or applicant for employment on the basis or because of race, religion, ancestry, national origin, sex, sexual orientation, age disability, marital status or medical condition.
- D. **CONTRACTOR** shall permit access to and may be required to provide certified copies of all of its records pertaining to employment and to its employment practices by the awarding authority or the Office of Contract Compliance, for the purpose of investigation to ascertain compliance with the Affirmative Action Program provision of **CITY** contracts, and on their or either of their request to provide evidence that it has or will comply therewith.
- E. The failure of any **CONTRACTOR** to comply with the Affirmative Action Program provisions of **CITY** contracts may be deemed to be a material breach of contract. Such failure shall only be established upon a finding to that effect by the awarding authority, on the basis of its own investigation or that of the Board of Public Works, Office of Contract Compliance. No such finding shall be made except upon a full and fair hearing after notice and an opportunity to be heard has been given to **CONTRACTOR**.
- F. Upon a finding duly made that **CONTRACTOR** has breached the Affirmative Action Program provisions of a **CITY** contract, the contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the awarding authority, and all monies due or to become due hereunder may be forwarded to and retained by the **CITY**. In addition thereto, such breach may be the basis for a determination by the awarding authority or the Board of Public Works that the said **CONTRACTOR** is an irresponsible bidder or proposer pursuant to the provisions of Section 371 of the Los Angeles City Charter. In the event of such determination, such **CONTRACTOR** shall be disqualified from being awarded a contract with the **CITY** for a period of two years, or until he or she shall establish and carry out a program in conformance with the provisions hereof.
- G. In the event of a finding by the Fair Employment and Housing Commission of the State of California, or the Board of Public Works of the City of Los Angeles, or any court of competent jurisdiction, that **CONTRACTOR** has been guilty of a willful violation of the California Fair Employment and Housing Act, or the Affirmative Action Program provisions of a **CITY** contract, there may be deducted from the amount payable to **CONTRACTOR** by the **CITY** under the contract, a penalty of ten dollars

(\$10.00) for each person for each calendar day on which such person was discriminated against in violation of the provisions of a **CITY** contract.

- H. Notwithstanding any other provisions of a **CITY** contract, the **CITY** shall have any and all other remedies at law or in equity for any breach hereof.
- I. Intentionally blank.
- J. Nothing contained in **CITY** contracts shall be construed in any manner so as to require or permit any act which is prohibited by law.
- K. **CONTRACTOR** shall submit an Affirmative Action Plan which shall meet the requirements of this chapter at the time it submits its bid or proposal or at the time it registers to do business with the **CITY**. The plan shall be subject to approval by the Office of Contract Compliance prior to award of the contract. The awarding authority may also require contractors and suppliers to take part in a pre-registration, pre-bid, pre-proposal, or pre-award conference in order to develop, improve or implement a qualifying Affirmative Action Plan. Affirmative Action Programs developed pursuant to this section shall be effective for a period of twelve months from the date of approval by the Office of Contract Compliance. In case of prior submission of a plan, **CONTRACTOR** may submit documentation that it has an Affirmative Action Plan approved by the Office of Contract Compliance within the previous twelve months. If the approval is 30 days or less from expiration, **CONTRACTOR** must submit a new Plan to the Office of Contract Compliance and that Plan must be approved before the contract is awarded.
  - 1. Every contract of \$5,000 or more which may provide construction, demolition, renovation, conservation or major maintenance of any kind shall in addition comply with the requirements of Section 10.13 of the Los Angeles Administrative Code.
  - 2. **CONTRACTOR** may establish and adopt as its own Affirmative Action Plan, by affixing his or her signature thereto, an Affirmative Action Plan prepared and furnished by the Office of Contract Compliance, or it may prepare and submit its own Plan for Approval.
- L. The Office of Contract Compliance shall annually supply the awarding authorities of the **CITY** with a list of contractors and suppliers who have developed Affirmative Action Programs. For each contractor and supplier the Office of Contract Compliance shall state the date the approval expires. The Office of Contract Compliance shall not withdraw its approval for any Affirmative Action Plan or change the Affirmative Action Plan after the date of contract award for the entire contract term without the mutual agreement of the awarding authority and **CONTRACTOR**.

- M. The Affirmative Action Plan required to be submitted hereunder and the pre-registration, pre-bid, pre-proposal or pre-award conference which may be required by the Board of Public Works, Office of Contract Compliance or the awarding authority shall, without limitation as to the subject or nature of employment activity, be concerned with such employment practices as:
1. Apprenticeship where approved programs are functioning, and other on-the-job training for non-apprenticeable occupations;
  2. Classroom preparation for the job when not apprenticeable;
  3. Pre-apprenticeship education and preparation;
  4. Upgrading training and opportunities;
  5. Encouraging the use of contractors, subcontractors and suppliers of all racial and ethnic groups, provided, however, that any contract subject to this ordinance shall require the contractor, subcontractor or supplier to provide not less than the prevailing wage, working conditions and practices generally observed in private industries in the contractor's, subcontractor's or supplier's geographical area for such work;
  6. The entry of qualified women, minority and all other journeymen into the industry; and
  7. The provision of needed supplies or job conditions to permit persons with disabilities to be employed, and minimize the impact of any disability.
- N. Any adjustments which may be made in the contractor's or supplier's workforce to achieve the requirements of the **CITY'S** Affirmative Action Contract Compliance Program in purchasing and construction shall be accomplished by either an increase in the size of the workforce or replacement of those employees who leave the workforce by reason of resignation, retirement or death and not by termination, layoff, demotion or change in grade.
- O. Affirmative Action Agreements resulting from the proposed Affirmative Action Plan or the pre-registration, pre-bid, pre-proposal or pre-award conferences shall not be confidential and may be publicized by the contractor at his or her discretion. Approved Affirmative Action Agreements become the property of the **CITY** and may be used at the discretion of the **CITY** in its Contract Compliance Affirmative Action Program.
- P. Intentionally blank.



- Q. All contractors subject to the provisions of this section shall include a like provision in all subcontract awarded for work to be performed under the contract with the CITY and shall impose the same obligations, including but not limited to filing and reporting obligations, on the subcontractors as are applicable to the contractor. Failure of the contractor to comply with this requirement or to obtain the compliance of its subcontractors with all such obligations shall subject the contractor to the imposition of any and all sanctions allowed by law, including but not limited to termination of the contractor's contract with the **CITY**.

**PSC-30. CHILD SUPPORT ASSIGNMENT ORDERS**

This Contract is subject to the Child Support Assignment Orders Ordinance, Section 10.10 of the Los Angeles Administrative Code, as amended from time to time. Pursuant to the Child Support Assignment Orders Ordinance, **CONTRACTOR** will fully comply with all applicable State and Federal employment reporting requirements for **CONTRACTOR'S** employees. **CONTRACTOR** shall also certify (1) that the Principal Owner(s) of **CONTRACTOR** are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (2) that **CONTRACTOR** will fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with Section 5230, *et seq.* of the California Family Code; and (3) that **CONTRACTOR** will maintain such compliance throughout the term of this Contract.

Pursuant to Section 10.10(b) of the Los Angeles Administrative Code, the failure of **CONTRACTOR** to comply with all applicable report requirements or to implement lawfully served Wage and Earnings Assignment Orders or Notices of Assignment, or the failure of any Principal Owner(s) of **CONTRACTOR** to comply with any Wage and Earnings Assignment Orders or Notices of Assignment applicable to them personally, shall constitute a default by the **CONTRACTOR** under this Contract, subjecting this Contract to termination if such default shall continue for more than ninety (90) days after notice of such default to **CONTRACTOR** by the **CITY**.

Any subcontract entered into by **CONTRACTOR**, to the extent allowed hereunder, shall include a like provision for work to be performed under this Contract. Failure of **CONTRACTOR** to obtain compliance of its subcontractors shall constitute a default by **CONTRACTOR** under this Contract, subjecting this Contract to termination where such default shall continue for more than ninety (90) days after notice of such default to **CONTRACTOR** by the **CITY**.

**CONTRACTOR** certifies that, to the best of its knowledge, it is fully complying with the Earnings Assignment Orders of all employees, and it providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in Section 7110(b) of the California Public Contract Code.

**PSC-31. LIVING WAGE ORDINANCE AND SERVICE CONTRACTOR WORKER RETENTION ORDINANCE**

- A. Unless otherwise exempt, this Contract is subject to the applicable provisions of the Living Wage Ordinance (LWO), Section 10.37 et seq. of the Los Angeles Administrative Code, as amended from time to time, and the Service Contractor Worker Retention Ordinance (SCWRO), Section 10.36 et seq., of the Los Angeles Administrative Code, as amended from time to time. These Ordinances require the following:
1. **CONTRACTOR** assures payment of a minimum initial wage rate to employees as defined in the LWO and as may be adjusted each July 1 and provision of compensated and uncompensated days off and health benefits, as defined in the LWO.
  2. **CONTRACTOR** further pledges that it will comply with federal law proscribing retaliation for union organizing and will not retaliate for activities related to the LWO. **CONTRACTOR** shall require each of its subcontractors within the meaning of the LWO to pledge to comply with the terms of federal law proscribing retaliation for union organizing. **CONTRACTOR** shall deliver the executed pledges from each such subcontractor to the **CITY** within ninety (90) days of the execution of the subcontract. **CONTRACTOR'S** delivery of executed pledges from each such subcontractor shall fully discharge the obligation of **CONTRACTOR** with respect to such pledges and fully discharge the obligation of **CONTRACTOR** to comply with the provision in the LWO contained in Section 10.37.6(c) concerning compliance with such federal law.
  3. **CONTRACTOR**, whether an employer, as defined in the LWO, or any other person employing individuals, shall not discharge, reduce in compensation, or otherwise discriminate against any employee for complaining to the **CITY** with regard to the employer's compliance or anticipated compliance with the LWO, for opposing any practice proscribed by the LWO, for participating in proceedings related to the LWO, for seeking to enforce his or her rights under the LWO by any lawful means, or otherwise asserting rights under the LWO. **CONTRACTOR** shall post the Notice of Prohibition Against Retaliation provided by the **CITY**.
  4. Any subcontract entered into by **CONTRACTOR** relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of PSC-31 and shall incorporate the provisions of the LWO and the SCWRO.

5. **CONTRACTOR** shall comply with all rules, regulations and policies promulgated by the **CITY'S** Designated Administrative Agency which may be amended from time to time.
- B. Under the provisions of Sections 10.36.3(c) and 10.37.6(c) of the Los Angeles Administrative Code, the **CITY** shall have the authority, under pursue legal remedies that may be available if the **CITY** determines that the subject **CONTRACTOR** has violated provisions of either the LWO or the SCWRO, or both.
- C. Where under the LWO Section 10.37.6(d), the **CITY'S** Designated Administrative Agency has determined (a) that **CONTRACTOR** is in violation of the LWO in having failed to pay some or all of the living wage, and (b) that such violation has gone uncured, the **CITY** in such circumstances may impound monies otherwise due **CONTRACTOR** in accordance with the following procedures. Impoundment shall mean that from monies due **CONTRACTOR**, **CITY** may deduct the amount determined to be due and owing by **CONTRACTOR** to its employees. Such monies shall be placed in the holding account referred to in LWO Section 10.37.5(d)(3) and disposed of under procedures described therein through final and binding arbitration. Whether **CONTRACTOR** is to continue work following an impoundment shall remain in the sole discretion of the **CITY**. **CONTRACTOR** may not elect to discontinue work either because there has been an impoundment or because of the ultimate disposition of the impoundment by the arbitrator.
- D. **CONTRACTOR** shall inform employees making less than Twelve Dollars (\$12.00) per hour of their possible right to the federal Earned Income Credit (EIC). **CONTRACTOR** shall also make available to employees the forms informing them about the EIC and forms required to secure advance EIC payments from **CONTRACTOR**.

**PSC-32. AMERICANS WITH DISABILITIES ACT**

**CONTRACTOR** hereby certifies that it will comply with the Americans with Disabilities Act, 42 U.S.C. §§ 12101 *et seq.*, and its implementing regulations. **CONTRACTOR** will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Americans with Disabilities Act. **CONTRACTOR** will not discriminate against persons with disabilities nor against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by **CONTRACTOR**, relating to the Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

**PSC-33. CONTRACTOR RESPONSIBILITY ORDINANCE**

Unless otherwise exempt, this Contract is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 *et seq.*, of the Los Angeles Administrative Code, as amended from time to time, which requires **CONTRACTOR** to update its responses to the responsibility questionnaire within thirty calendar days after any change to the responses previously provided if such change would affect **CONTRACTOR'S** fitness and ability to continue performing this Contract.

In accordance with the provisions of the Contractor Responsibility Ordinance, by signing this Contract, **CONTRACTOR** pledges under penalty of perjury, to comply with all applicable federal, state and local laws in the performance of this contract, including but not limited to, laws regarding health and safety, labor and employment, wages and hours, and licensing laws which affect employees. **CONTRACTOR** further agrees to: (1) notify the **CITY** within thirty calendar days after receiving notification that any government agency has initiated an investigation which may result in a finding that **CONTRACTOR** is not in compliance with all applicable federal, state and local laws in performance of this Contract; (2) notify the **CITY** within thirty calendar days of all findings by a government agency or court of competent jurisdiction that **CONTRACTOR** has violated the provisions of Section 10.40.3(a) of the Contractor Responsibility Ordinance; (3) unless exempt, ensure that its subcontractor(s), as defined in the Contractor Responsibility Ordinance, submit a Pledge of Compliance to the **CITY**; and (4) unless exempt, ensure that its subcontractor(s), as defined in the Contractor Responsibility Ordinance, comply with the requirements of the Pledge of Compliance and the requirement to notify the **CITY** within thirty calendar days after any government agency or court of competent jurisdiction has initiated an investigation or has found that the subcontractor has violated Section 10.40.3(a) of the Contractor Responsibility Ordinance in performance of the subcontract.

**PSC-34. MINORITY, WOMEN, AND OTHER BUSINESS ENTERPRISE OUTREACH PROGRAM**

**CONTRACTOR** agrees and obligates itself to utilize the services of Minority, Women and Other Business Enterprise firms on a level so designated in its proposal, if any. **CONTRACTOR** certifies that it has complied with Mayoral Directive 2001-26 regarding the Outreach Program for Personal Services Contracts Greater than \$100,000, if applicable. **CONTRACTOR** shall not change any of these designated subcontractors, nor shall **CONTRACTOR** reduce their level of effort, without prior written approval of the **CITY**, provided that such approval shall not be unreasonably withheld.

**PSC-35. EQUAL BENEFITS ORDINANCE**

Unless otherwise exempt, this Contract is subject to the provisions of the Equal Benefits Ordinance (EBO), Section 10.8.2.1 of the Los Angeles Administrative Code, as amended from time to time.

- A. During the performance of the Contract, **CONTRACTOR** certifies and represents that **CONTRACTOR** will comply with the EBO.
- B. The failure of **CONTRACTOR** to comply with the EBO will be deemed to be a material breach of this Contract by the **CITY**.
- C. If **CONTRACTOR** fails to comply with the EBO the **CITY** may cancel, terminate or suspend this Contract, in whole or in part, and all monies due or to become due under this Contract may be retained by the **CITY**. The **CITY** may also pursue any and all other remedies at law or in equity for any breach.
- D. Failure to comply with the EBO may be used as evidence against **CONTRACTOR** in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40 *et seq.*, Contractor Responsibility Ordinance.
- E. If the **CITY'S** Designated Administrative Agency determines that a **CONTRACTOR** has set up or used its contracting entity for the purpose of evading the intent of the EBO, the **CITY** may terminate the Contract. Violation of this provision may be used as evidence against **CONTRACTOR** in actions taken pursuant to the provisions of Los Angeles Administrative Code Section 10.40 *et seq.*, Contractor Responsibility Ordinance.

**CONTRACTOR** shall post the following statement in conspicuous places at its place of business available to employees and applicants for employment:

“During the performance of a Contract with the City of Los Angeles, the Contractor will provide equal benefits to its employees with spouses and its employees with domestic partners. Additional information about the City of Los Angeles’ Equal Benefits Ordinance may be obtained from the Department of Public Works, Office of Contract Compliance at (213) 847-1922.”

**PSC-36. SLAVERY DISCLOSURE ORDINANCE**

Unless otherwise exempt, this Contract is subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code, as amended from time to time. **CONTRACTOR** certifies that it has complied with the applicable provisions of the Slavery Disclosure Ordinance. Failure to fully and accurately complete the affidavit may result in termination of this Contract.

## **EXHIBIT 1**

### **INSURANCE CONTRACTUAL REQUIREMENTS**

**CONTACT** For additional information about compliance with City insurance and Bond requirements, contact the Office of the City Administrative Officer, Risk Management at (213) 978-RISK (7475) or go online at [www.lacity.org/cao/risk](http://www.lacity.org/cao/risk). The City approved Bond Assistance Program is available for those contractors who are unable to obtain the City-required performance bonds. A City approved insurance program may be available as a low cost alternative for contractors who are unable to obtain City-required insurance.

### **CONTRACTUAL REQUIREMENTS**

CONTRACTOR AGREES THAT:

**1. Additional Insured/Loss Payee.** The CITY must be included as an Additional Insured in applicable liability policies to cover the CITY'S liability arising out of the acts or omissions of the named insured. The CITY is to be named as an Additional Named Insured and a Loss Payee As Its Interest May Appear in property insurance in which the CITY has an interest, e.g., as a lien holder.

**2. Notice of Cancellation.** All required insurance will be maintained in full force for the duration of its business with the CITY. By ordinance, all required insurance must provide at least thirty (30) days' prior written notice (ten (10) days for non-payment of premium) directly to the CITY if your insurance company elects to cancel or materially reduce coverage or limits prior to the policy expiration date, for any reason except impairment of an aggregate limit due to prior claims.

**3. Primary Coverage.** CONTRACTOR will provide coverage that is primary with respect to any insurance or self-insurance of the CITY. The CITY'S program shall be excess of this insurance and non-contributing.

**4. Modification of Coverage.** The CITY reserves the right at any time during the term of this Contract to change the amounts and types of insurance required hereunder by giving CONTRACTOR ninety (90) days' advance written notice of such change. If such change should result in substantial additional cost to CONTRACTOR, the CITY agrees to negotiate additional compensation proportional to the increased benefit to the CITY.

**5. Failure to Procure Insurance.** All required insurance must be submitted and approved by the Office of the City Administrative Officer, Risk Management prior to the inception of any operations by CONTRACTOR.

CONTRACTOR'S failure to procure or maintain required insurance or a self-insurance program during the entire term of this Contract shall constitute a material breach of this Contract under which the CITY may immediately suspend or terminate this Contract or, at its discretion, procure or renew such insurance to protect the CITY'S interests and pay any and all premiums in connection therewith and recover all monies so paid from CONTRACTOR.

**6. Workers' Compensation.** By signing this Contract, CONTRACTOR hereby certifies that it is aware of the provisions of Section 3700 *et seq.*, of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake

self-insurance in accordance with the provisions of the Code, and that it will comply with such provisions at all time during the performance of the work pursuant to this Contract.

**7. California Licensee.** All insurance must be provided by an insurer admitted to do business in California or written through a California-licensed surplus lines broker or through an insurer otherwise acceptable to the CITY. Non-admitted coverage must contain a **Service of Suit** clause in which the underwriters agree to submit as necessary to the jurisdiction of a California court in the event of a coverage dispute. Service of process for this purpose must be allowed upon an agent in California designated by the insurer or upon the California Insurance Commissioner.

**8. Aggregate Limits/Impairment.** If any of the required insurance coverages contain annual aggregate limits, CONTRACTOR must give the CITY written notice of any pending claim or lawsuit which will materially diminish the aggregate within thirty (30) days of knowledge of same. You must take appropriate steps to restore the impaired aggregates or provide replacement insurance protection within thirty (30) days of knowledge of same. The CITY has the option to specify the minimum acceptable aggregate limit for each line of coverage required. No substantial reductions in scope of coverage which may affect the CITY'S protection are allowed without the CITY'S prior written consent.

**9. Commencement of Work.** For purposes of insurance coverage only, this Contract will be deemed to have been executed immediately upon any party hereto taking any steps that can be considered to be in furtherance of or towards performance of this Contract. The requirements in this Section supersede all other sections and provisions of this Contract, including, but not limited to, PSC-4, to the extent that any other section or provision conflicts with or impairs the provisions of this Section.

## Exhibit 1 (Continued) Required Insurance and Minimum Limits

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agreement/Reference: \_\_\_\_\_

Evidence to coverages checked below, with the specified minimum limits, must be submitted and approved prior to occupancy/start of operations. Amounts shown are Combined Single Limits (“CSLs”). For Automobile Liability, split limits may be substituted for a CSL if the total per occurrence equals or exceeds the CSL amount.

Limits

\_\_\_ **Workers’ Compensation – Workers’ Compensation (WC) and Employer’s Liability (EL)** WC Statutory

EL \_\_\_\_\_

- Waiver of Subrogation in favor of City       Longshore & Harbor Workers  
 Jones Act

\_\_\_ **General Liability** \_\_\_\_\_

- Products/Completed Operations       Sexual Misconduct \_\_\_\_\_  
 Fire Legal Liability \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_ **Automobile Liability** (for any and all vehicles used for this contract, other than commuting to/from work) \_\_\_\_\_

\_\_\_ **Professional Liability** (Errors and Omissions) \_\_\_\_\_

\_\_\_ **Property Insurance** (to cover replacement cost of building – as determined by insurance company) \_\_\_\_\_

- All Risk Coverage       Boiler and Machinery  
 Flood \_\_\_\_\_       Builder’s Risk  
 Earthquake \_\_\_\_\_       \_\_\_\_\_

\_\_\_ **Pollution Liability** \_\_\_\_\_

- \_\_\_\_\_

\_\_\_ **Surety Bond – Performance and Payment (Labor and Materials) Bonds** 100 % of Contract Price

\_\_\_ **Crime Insurance** \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**CITY OF LOS ANGELES**

**INSTRUCTIONS AND INFORMATION  
ON COMPLYING WITH CITY INSURANCE REQUIREMENTS**

(Share this information with your insurance agent or broker.)

1. **Agreement Reference** All evidence of insurance must identify the nature of your business with the CITY. Clearly show any assigned number of a bid, contract, lease, permit, etc. or give the project name and the job site or street address to ensure that your submission will be properly credited. Provide the **types of coverage and minimum dollar amounts** specified on the Required Insurance and Minimum Limits sheet (Form Gen. 146) included in your CITY documents.

2. **When to submit** Normally, no work may begin until a CITY insurance certificate approval number (ICA number) has been obtained, so insurance documents should be submitted as early as practicable. For **As-needed Contracts**, insurance need not be submitted until a specific job has been awarded. **Design Professionals** coverage for new construction work may be submitted simultaneously with final plans and drawings, but before construction commences.

3. **Acceptable Evidence and Approval** Electronic submission is the preferred method of submitting your documents. **Track4LA** is the CITY's online insurance compliance system and is designed to make the experience of submitting and retrieving insurance information quick and easy. The system is designed to be used primarily by insurance brokers and agents as they submit client insurance certificates directly to the City. It uses the standard insurance industry form known as the **ACORD 25 Certificate of Liability Insurance** in electronic format. Track4LA advantages include standardized, universally accepted forms, paperless approval transactions (24 hours, 7 days per week), and security checks and balances. The easiest and quickest way to obtain approval of your insurance is to have your insurance broker or agent access **Track4LA** at <http://track4la.lacity.org> and follow the instructions to register and submit the appropriate proof of insurance on your behalf.

Insurance industry certificates other than the ACORD 25 may be accepted. **All** Certificates must provide a thirty (30) days cancellation notice provision (ten (10) days for non-payment of premium) AND an Additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured. An endorsement naming the CITY an Additional Named Insured and Loss Payee as Its Interests May Appear is required on property policies. All evidence of insurance must be authorized by a person with authority to bind coverage, whether that is the authorized agent/broker or insurance underwriter.

**Acceptable Alternatives to Acord Certificates and other Insurance Certificates:**

- A **copy of the full insurance policy** which contains a thirty (30) days cancellation notice provision (ten (10) days for non-payment of premium) and additional insured and/or loss-payee status, when appropriate, for the CITY.
- **Binders and Cover Notes** are also acceptable as interim evidence for up to 90 days from date of approval.

Additional Insured Endorsements DO NOT apply to the following:

- Indication of compliance with statute, such as Workers Compensation Law.
- Professional Liability insurance.

Completed **Insurance Industry Certificates other than ACORD 25 Certificates** can be sent electronically ([CAO.insurance.bonds.lacity.org](http://CAO.insurance.bonds.lacity.org)) or faxed to the Office of the City Administrative Officer, Risk Management (213) 978-7616. **Please note that submissions other than through**

**Track4LA™ will delay the insurance approval process as documents will have to be manually processed.**

Verification of approved insurance and bonds may be obtained by checking **Track4LA** , the CITY's online insurance compliance system, at <http://track4la.lacity.org>.

4. **Renewal** When an existing policy is renewed, have your insurance broker or agent submit a new Acord 25 Certificate through **Track4LA** at <http://track4la.lacity.org> or submit an Insurance Industry Certificate or a renewal endorsement as outlined in Section 3 above. If your policy number changes you must also submit a new Additional Insured Endorsement with an Insurance Industry Certificate.

5. **Alternative Programs Self-Insurance** Risk financing mechanisms such as Risk Retention Groups, Risk Purchasing Groups, off-shore carriers, captive insurance programs and self-insurance programs are subject to separate approval after the CITY has reviewed the relevant audited financial statements. To initiate a review of your program, you should complete the Applicant's Declaration of Self Insurance form (<http://cao.lacity.org/risk/InsuranceForms.htm>) to the Office of the City Administrative Officer, Risk Management for consideration.

6. **General Liability** insurance covering your operations (and products, where applicable) is required whenever the CITY is at risk of third-party claims which may arise out of your work or your presence or special event on City premises. **Sexual Misconduct** coverage is a required coverage when the work performed involves minors. **Fire Legal Liability** is required for persons occupying a portion of CITY premises. (Information on two CITY insurance programs, the SPARTA program, an optional source of low-cost insurance which meets the most minimum requirements, and the Special Events Liability Insurance Program, which provides liability coverage for short-term special events on CITY premises or streets, is available at ([www.2sparta.com](http://www.2sparta.com)), or by calling (800) 420-0555.)

7. **Automobile Liability** insurance is required only when vehicles are used in performing the work of your Contract or when they are driven off-road on CITY premises; it is not required for simple commuting unless CITY is paying mileage. However, compliance with California law requiring auto liability insurance is a contractual requirement.

8. **Errors and Omissions** coverage will be specified on a project-by-project basis if you are working as a licensed or other professional. The length of the claims discovery period required will vary with the circumstances of the individual job.

9. **Workers' Compensation and Employer's Liability** insurance are not required for single-person contractors. However, under state law these coverages (or a copy of the state's Consent To Self Insure) must be provided if you have any employees at any time during the period of this contract. Contractors with no employees must complete a Request for Waiver of Workers' Compensation Insurance Requirement (<http://cao.lacity.org/risk/InsuranceForms.htm>).

**A Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on CITY premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the CITY) any workers' compensation paid to an injured employee of the contractor.

10. **Property Insurance** is required for persons having exclusive use of premises or equipment owned or controlled by the CITY. **Builder's Risk Course of Construction** is required during construction projects and should include building materials in transit and stored at the project site.

11. **Surety** coverage may be required to guarantee performance of work and payment to vendors and suppliers. A **Crime Policy** may be required to handle CITY funds or securities, and under certain other conditions. **Specialty coverages** may be needed for certain operations. For assistance in obtaining the CITY required bid, performance and payment surety bonds, please see the City of Los Angeles Bond Assistance Program website address at <http://cao.lacity.org/risk/BondAssistanceProgram.pdf> or call (213) 258-3000 for more information.

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**EXHIBIT 14**

**LAPD OPERATIONAL FORMS INDEX**

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## Exhibit 14 LAPD Operational Forms Index

PDF versions of all of these forms can be accessed on the BAVN under 'Additional Documents'

	Owner	Form Number	Department Form	Functional Area
1	LAPD	16	PERSONAL EXPENSE STATEMENT, GEN 16	FUGITIVE WARRANTS
2	LAPD	20	GLADYS R. QUESTIONNAIRE, IN HOUSE FORM 20	JUVENILE CONTACTS
3	LAPD	01.14.00	VEHICLE PURSUIT REPORT	INCIDENT REPORTING
4	LAPD	01.35.00	AUTHORIZATION TO RELEASE MILITARY AND MEDICAL INFORMATION	PERSONNEL
5	LAPD	01.44.00	DETECTIVE'S CASE PROGRESS LOG	PAWN
6	LAPD	02.80.00	COMPLAINT AND INVESTIGATION REPORT;	INCIDENT REPORTING/CASE MANAGEMENT
7	LAPD	03.01.00	INVESTIGATIVE REPORT	INCIDENT REPORTING
8	LAPD	03.02.00	REQUEST FOR CONFIDENTIALITY OF INFORMATION, FORM	INCIDENT REPORTING
9	LAPD	03.04.00	VICTIM'S SUPPLEMENTAL PROPERTY LOSS REPORT	INCIDENT REPORTING
10	LAPD	03.07.00	FORGERY/IDENTITY THEFT SUPPLEMENTAL;	INCIDENT REPORTING/CASE MANAGEMENT
11	LAPD	03.11.00	DEATH INVESTIGATION REPORT	INCIDENT REPORTING/CASE MANAGEMENT
12	LAPD	03.11.06	CHRONOLOGICAL RECORDS;	INCIDENT REPORTING/CASE MANAGEMENT
13	LAPD	03.11.20	INVESTIGATIVE ACTION STATEMENT FORM	INCIDENT REPORTING
14	LAPD	03.14.00	FOLLOW-UP INVESTIGATION REPORT	INCIDENT REPORTING/CASE MANAGEMENT
15	LAPD	03.15.00	INJURY INVESTIGATION REPORT	INCIDENT REPORTING
16	LAPD	03.15.00	INJURY INVESTIGATION	JUVENILE CONTACTS
17	LAPD	03.16.00	MISSING PERSONS REPORT	INCIDENT REPORTING
18	LAPD	03.16.00	MISSING/FOUND PERSONS INVESTIGATION REPORT	JUVENILE CONTACTS
19	LAPD	04.03.01	MUNICIPAL SUPPLEMENT	COLLISIONS
20	LAPD	04.03.02	RESPONSE STATEMENT REPORT DRIVING UNDER-THE INFLUENCE TRAFFIC COLLISION INCIDENT	COLLISIONS
21	LAPD	04.06.00	TRAFFIC ENFORCEMENT REQUEST	COLLISIONS
22	LAPD	04.16.00	TRAFFIC COLLISION AND ARREST STATUS REPORT	COLLISIONS
23	LAPD	04.37.00	TRAFFIC COLLISION INFORMATION (EXCHANGE)	COLLISIONS
24	LAPD	05.02.00	ARREST REPORT	ARREST
25	LAPD	05.02.05	DRIVING UNDER THE INFLUENCE ARREST REPORT	INCIDENT REPORTING
26	LAPD	05.02.06	JUVENILE ARREST SUPPLEMENTAL REPORT	JUVENILE CONTACTS
27	LAPD	05.02.08	RELEASE FROM CUSTODY REPORT	INCIDENT REPORTING
28	LAPD	05.02.09	CITY ATTORNEY DISCLOSURE STATEMENT	ARREST
29	LAPD	05.02.10	PRIVATE PERSON'S ARREST STATEMENT FORM	INCIDENT REPORTING
30	LAPD	05.02.15	ARREST REPORT APPROVAL CHECKLIST	ARREST
31	LAPD	05.03.00	AUTHORIZATION TO RELEASE MEDICAL INFORMATION	INCIDENT REPORTING
32	LAPD	05.36.00	INMATE CLASSIFICATION QUESTIONNAIRE AND RECORD OF MEDICAL SCREENING	ARREST/BOOKING
33	LAPD	08.31.01	CHILD ABUSE CENTRAL INDEX CASE REVIEW	JUVENILE CONTACTS
34	LAPD	08.48.00	WARRANT INFORMATION, FORM	FUGITIVE WARRANTS
35	LAPD	08.48.01	COMPLIANCE WITH 821 PC	FUGITIVE WARRANTS
36	LAPD	08.97.00	PROBABLE CAUSE ARREST WARRANT (JUVENILE)	JUVENILE CONTACTS
37	LAPD	09.01.00	JUVENILE COURT NOTICE TO APPEAR	JUVENILE CONTACTS
38	LAPD	09.05.00	SECURE JUVENILE DETENTION LOG, FORM	JUVENILE CONTACTS
39	LAPD	09.06.00	NON-SECURE JUVENILE DETENTION LOG, FORM	JUVENILE CONTACTS
40	LAPD	09.29.00	EMERGENCY SCHOOL NOTIFICATION MISSING OR ABDUCTED CHILD ALERT	JUVENILE CONTACTS
41	LAPD	09.30.00	SUSPECTED CHILD ABUSE INVESTIGATION MANDATED REPORTER NOTIFICATION;	INCIDENT REPORTING/CASE MANAGEMENT
42	LAPD	09.31.00	CHILD ABDUCTION REGIONAL EMERGENCY/AMBER ALERT, FORM	JUVENILE CONTACTS
43	LAPD	10.01.00	COMBINED ARREST /EVIDENCE REPORT	PROPERTY
44	LAPD	10.01.00	PROPERTY REPORT	PROPERTY
45	LAPD	10.01.01	FIREARMS SUPPLEMENTAL PROPERTY REPORT	PROPERTY
46	LAPD	10.02.00	PROPERTY TRANSFER RECORD	PROPERTY
47	LAPD	10.03.00	PROPERTY RECEIPT	PROPERTY
48	LAPD	10.03.10	PROPERTY OWNER'S RECEIPT	PROPERTY
49	LAPD	10.04.00	PROPERTY BOOKING RECORD	PROPERTY
50	LAPD	10.05.00	PROPERTY SIGN OUT RECORD	PROPERTY
51	LAPD	10.08.00	EXCESS PERSONAL PROPERTY RECEIPT	ARREST/BOOKING
52	LAPD	10.09.00	CONVERTIBLE PROPERTY REQUEST	PROPERTY
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59	LAPD	12.32.00	WAIVER OF EXTRADITION SEC. 1555.1 PENAL CODE	FUGITIVE WARRANTS
60	LAPD	12.43.00	LEGAL ASPECTS OF RECLAIMING PROPERTY	PAWN
61	LAPD	15.09.00	CONTINUATION SHEET	INCIDENT REPORTING
62	LAPD	15.23.05	30-DAY HOLD VEHICLE IMPOUND CHECKLIST	INCIDENT REPORTING
63	LAPD	15.40.02	DOMESTIC VIOLENCE SUPPLEMENTAL REPORT	INCIDENT REPORTING
64	LAPD	15.43.00	FIELD INTERVIEW CARD	INCIDENT REPORTING
65	LAPD	15.52.00	DAILY FIELD ACTIVITY REPORT	INCIDENT REPORTING
66	LAPD	15.52.01	TRAFFIC DAILY FIELD ACTIVITIES REPORT	COLLISIONS
67	LAPD	15.52.07	TRAFFIC DAILY FIELD ACTIVITIES REPORT CONTINUATION	COLLISIONS
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69	LAPD	18.45.00	FUGITIVE WARRANT PROCEDURES/GUIDELINES FIELD NOTEBOOK DIVIDER	FUGITIVE WARRANTS
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75	LAPD		JUVENILE NOTIFICATION LETTER	JUVENILE CONTACTS
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86	OUTSIDE	CJIS 8040C	DOJ ONLINE COURSE REGISTRATION FORM CJIS 8040C	OFFENDER REGISTRATION
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89	OUTSIDE	CJIS 8049	NOTICE OF ARSON OFFENDER REGISTRATION REQUIREMENT	OFFENDER REGISTRATION
90	OUTSIDE	CJIS 8086	REQUEST FOR DEATH VERIFICATION	OFFENDER REGISTRATION
91	OUTSIDE	CJIS 8102A	ARSON REGISTRATION / CHANGE OF ADDRESS	OFFENDER REGISTRATION
92	OUTSIDE	CJIS 8102N	NARCOTIC REGISTRATION / CHANGE OF ADDRESS	OFFENDER REGISTRATION
93	OUTSIDE	CJIS 8102S	SEX OFFENDER REGISTRATION CHANGE OF ADDRESS / ANNUAL OR OTHER UPDATE	OFFENDER REGISTRATION
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95	OUTSIDE	DA 1506	SEARCH WARRANT AND AFFIDAVIT, DA-1506	FUGITIVE WARRANTS
96	OUTSIDE	SS 8572	SUSPECTED CHILD ABUSE REPORT (SCAR);	INCIDENT REPORTING/CASE MANAGEMENT
97	OUTSIDE		RETURN TO SEARCH WARRANT	FUGITIVE WARRANTS
98	OUTSIDE		LAW ENFORCEMENT FELONY FILING WORKSHEET	FUGITIVE WARRANTS
99	OUTSIDE		LAW ENFORCEMENT MISDEMEANOR FILING WORKSHEET	FUGITIVE WARRANTS
100	OUTSIDE		LAW ENFORCEMENT JUVENILE FILING WORKSHEET	FUGITIVE WARRANTS
101	OUTSIDE		JUVENILE LAW ENFORCEMENT WORKSHEET - LADA FORM	JUVENILE CONTACTS
102	OUTSIDE		COUNTY OF LOS ANGELES PROBATION DEPARTMENT JUVENILE HALL ENTRANCE RECORD	JUVENILE CONTACTS
103	OUTSIDE		CALIFORNIA FIREARMS INJURY REPORT, FD-016	JUVENILE CONTACTS

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**EXHIBIT 15**

**LAPD ORGANIZATIONAL CHART**

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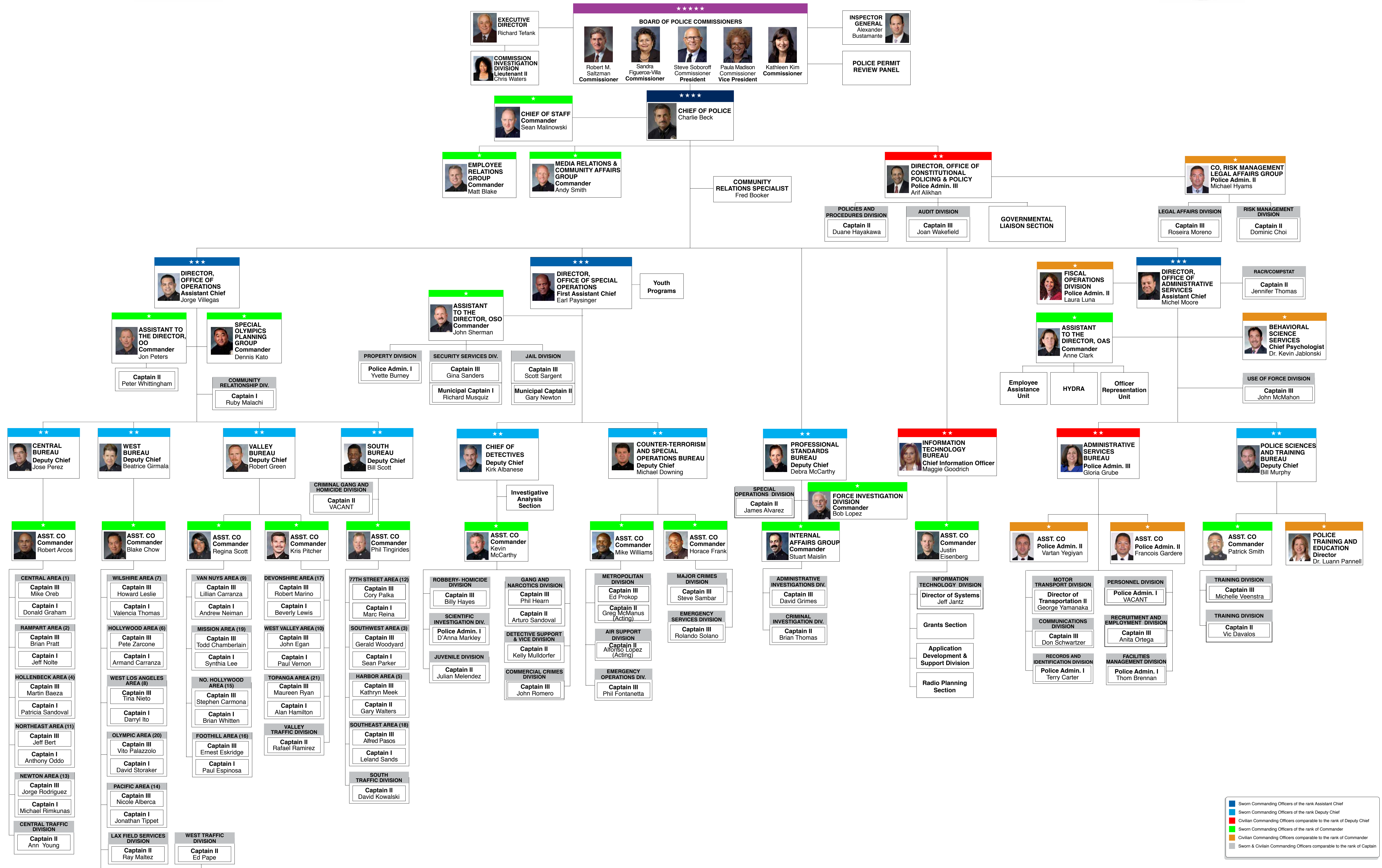




# LOS ANGELES POLICE DEPARTMENT ORGANIZATION CHART

## CHARLIE BECK, CHIEF OF POLICE

Current: As of July 12, 2015 - August 8, 2015



■ Sworn Commanding Officers of the rank Assistant Chief  
■ Sworn Commanding Officers of the rank Deputy Chief  
■ Civilian Commanding Officers comparable to the rank of Deputy Chief  
■ Sworn Commanding Officers of the rank of Commander  
■ Civilian Commanding Officers comparable to the rank of Commander  
■ Sworn & Civilian Commanding Officers comparable to the rank of Captain



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**EXHIBIT 16**

**NECS SYSTEMS INVENTORY V 2.27**

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# Los Angeles Police Department

## NECS System Inventory



**March 2013**



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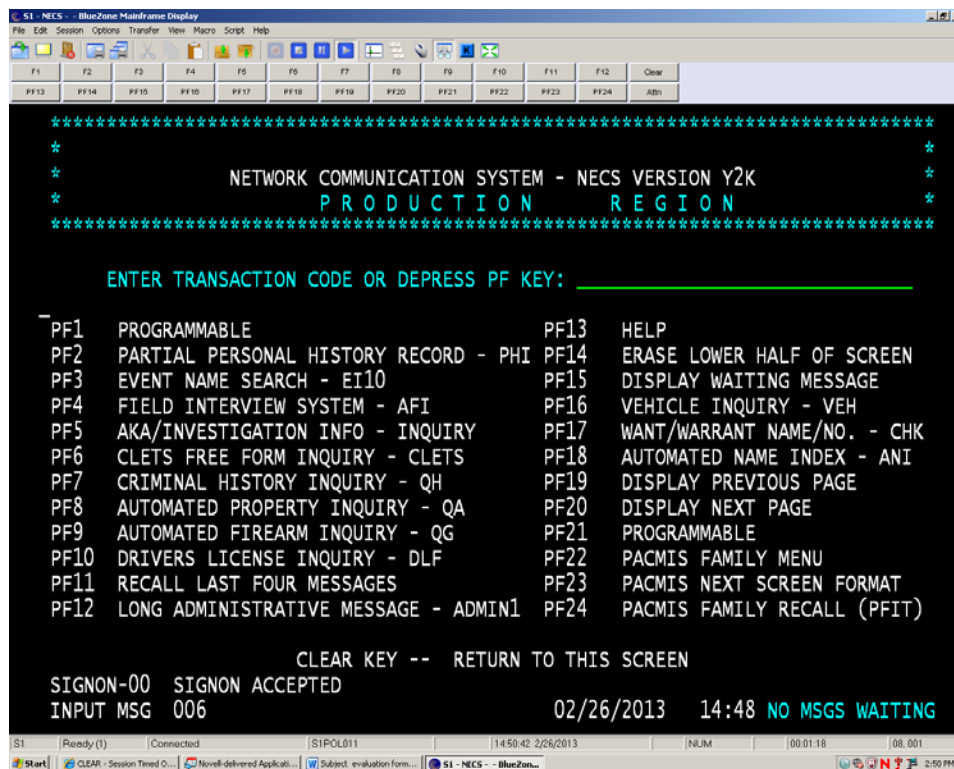
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# Introduction

The Network Communications System (NECS) is the Department's primary method of access to Federal, State, and Los Angeles County law enforcement databases. NECS logs all transactions to provide statistical information and identify security issues. This document provides a brief description of the NECS functions and interface, including who uses each function and how the various systems are related.

## 1 NECS Interface

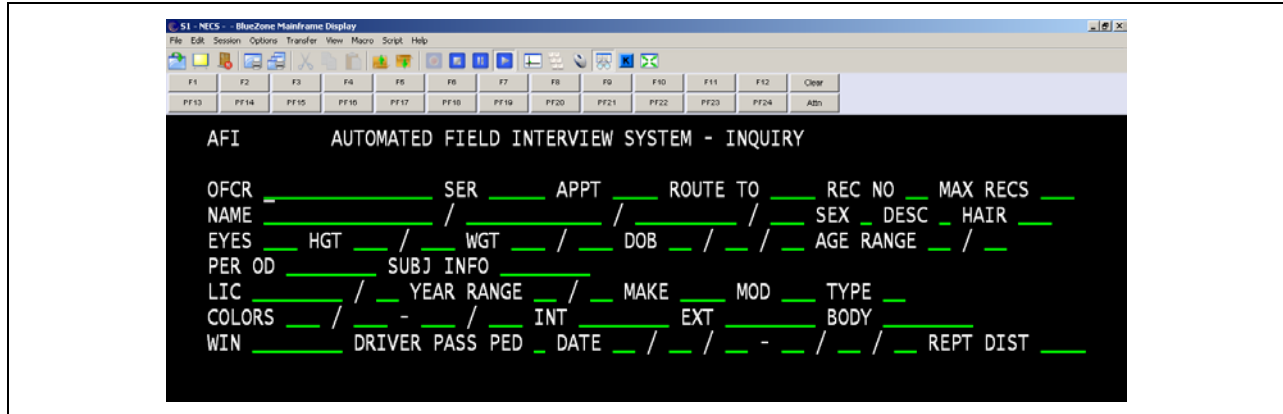
On login, an authorized user starts with the NECS Main Menu.



The user presses the keyboard function keys or clicks the buttons at the top of the screen to select an Inquiry type. Functions can also be accessed by entering transaction codes: SIO2, TISI, MI, etc. on the command line.

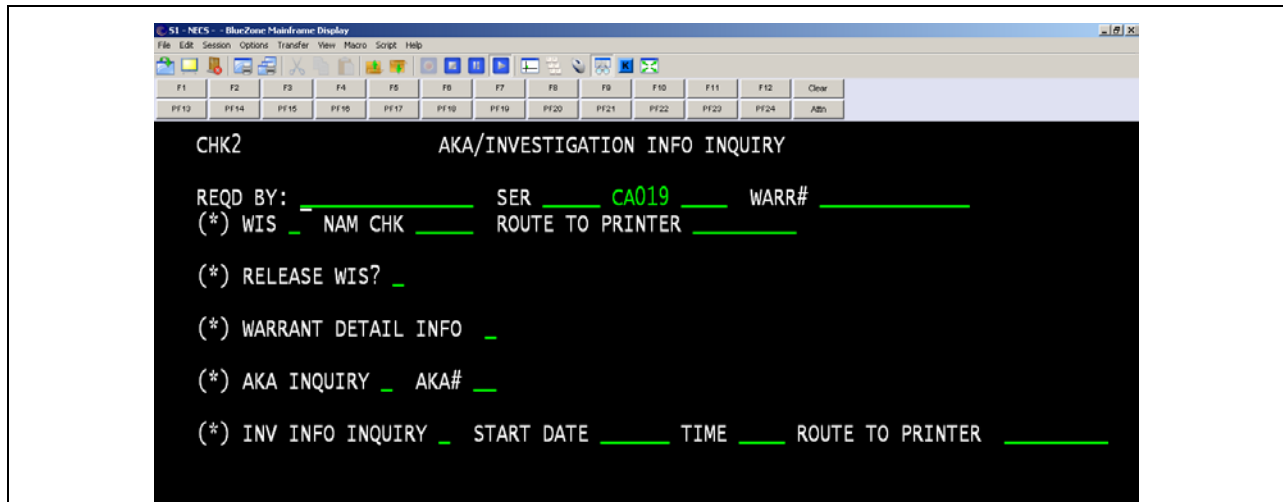
- **Note:** PF keys 1, 2, and 3 are not used. Functions for page navigation are not included in this document.

## PF4 Field Interview System - AFI



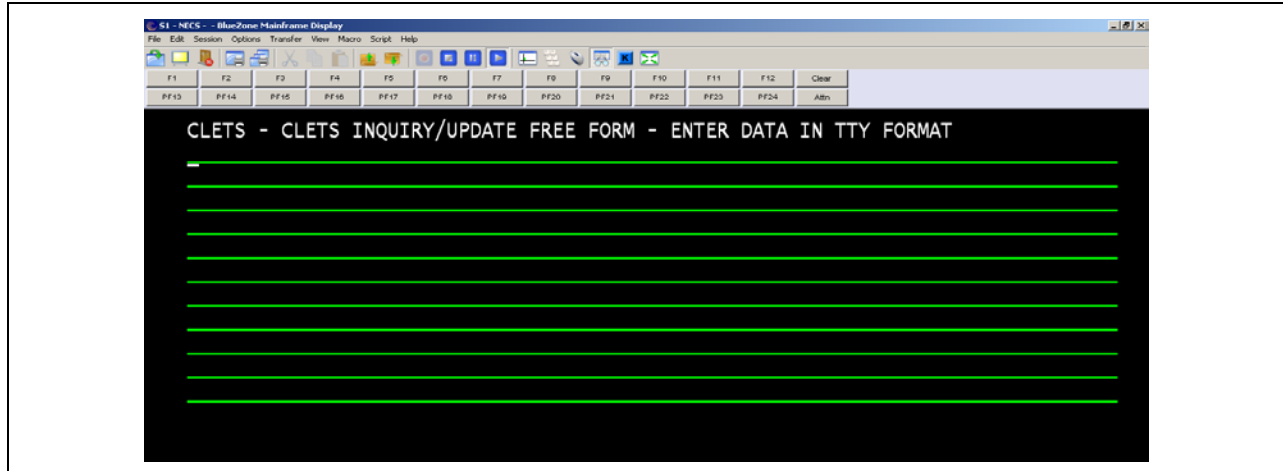
<b>Who uses it</b>	R&I
<b>What is it for?</b>	Run query general information on an individual or vehicle .
<b>Related systems</b>	COPLink, CCAD
<b>Returns</b>	Response includes name, physical characteristics, address, employment status, known associates, rap sheet, etc. May be multiple pages.

## PF5 AKA/Investigation Info - Inquiry



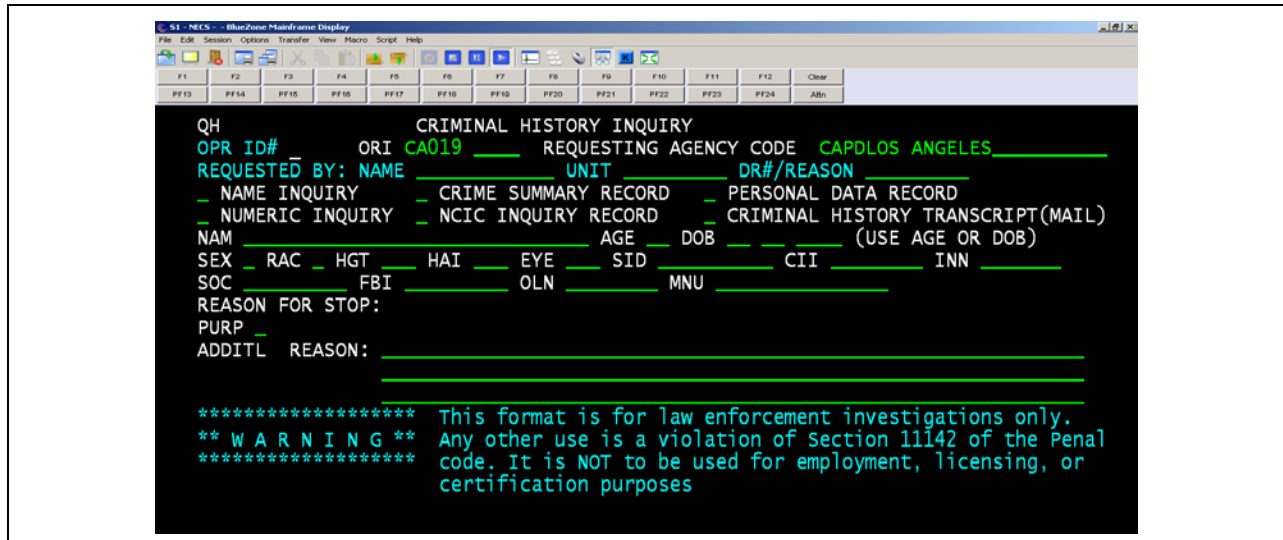
<b>Who uses it</b>	Records units, patrol officers, detectives
<b>What is it for?</b>	Request a warrant release (WIS) or get warrant, AKA, or investigative information
<b>Related systems</b>	AFI, FIS
<b>Returns</b>	Warrant information

## PF6 CLETS Free form Inquiry - CLETS



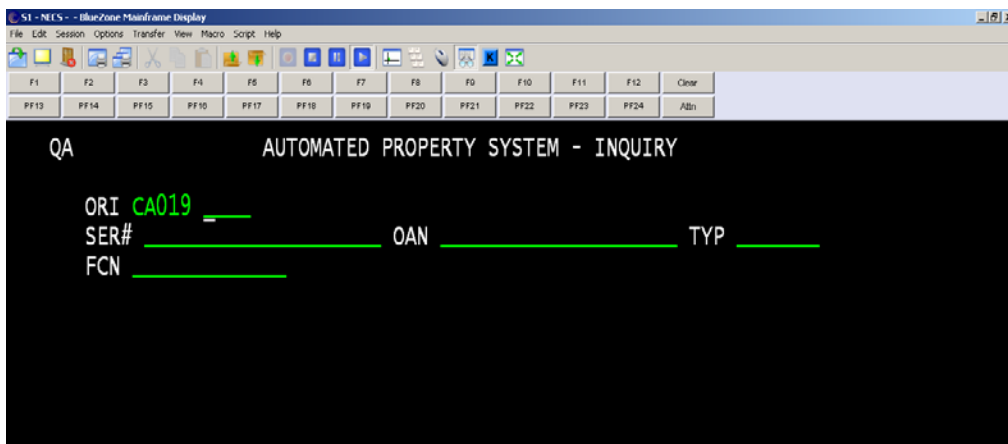
<b>Who uses it</b>	Records
<b>What is it for?</b>	Sending messages, usually a broadcast police bulletin, to all California law enforcement. Can also direct to a specific printer.
<b>Related systems</b>	CLETS, AJIS
<b>Returns</b>	Screen displays confirmation of sent message or error

## PF7 Criminal History Inquiry (QH)



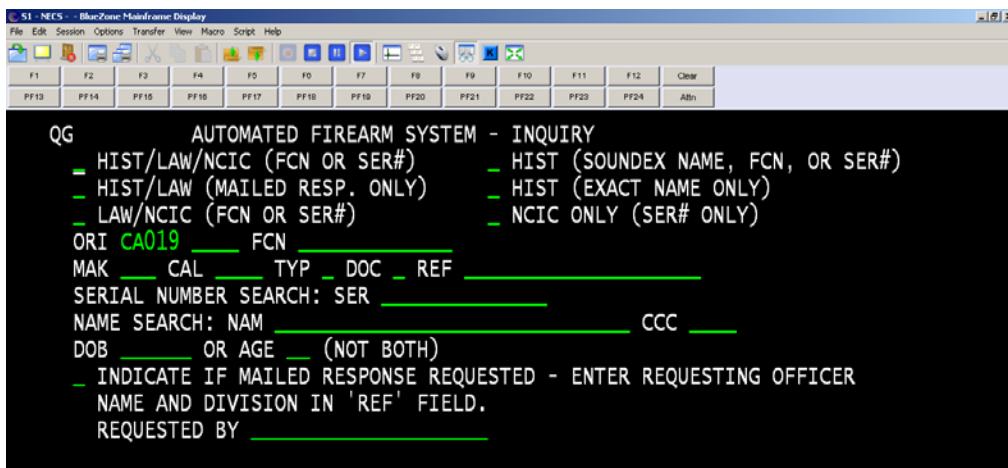
<b>Who uses it</b>	Records units, patrol officers, detectives
<b>What is it for?</b>	Search for criminal records by Name, Crime Summary, Personal Data, physical description, etc. can also request FBI rap sheet (CHS) and FBI personal data record (QH)
<b>Related systems</b>	CLETS, AJIS, NLETS, FCIC
<b>Returns</b>	Criminal Summary Record (rap sheet)

## PF8 Automated Property Inquiry - QA



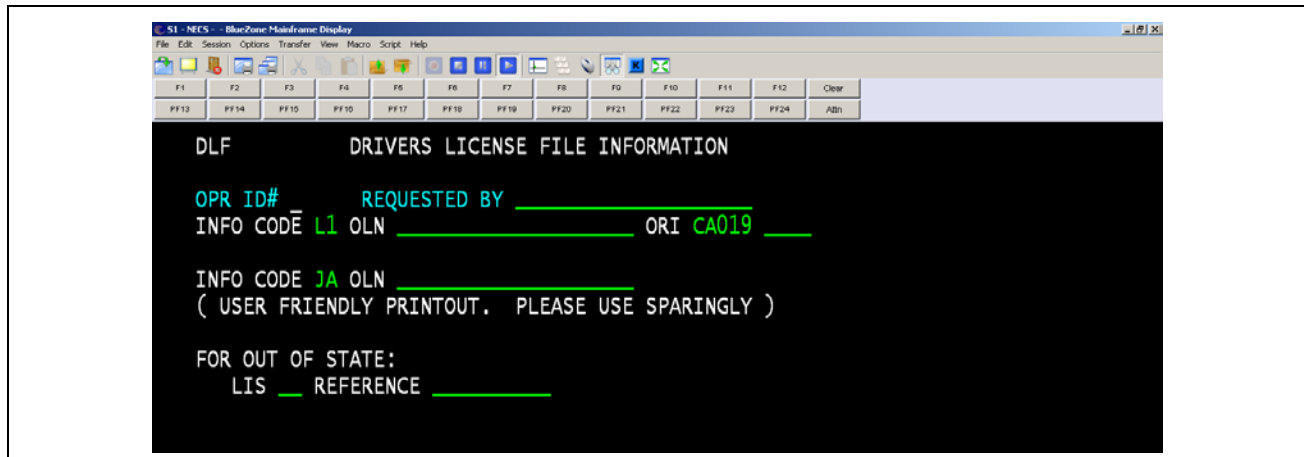
<b>Who uses it</b>	Records units, patrol officers, detectives, Property officers
<b>What is it for?</b>	Search for serialized items in the Property Division that are stolen, reported lost, under observation, or held in evidence. Number can be manufacturer's serial number, owner-applied number, or miscellaneous number (for pawn/buy checks).
<b>Related systems</b>	APS
<b>Returns</b>	Available information, if any

## PF9 Automated Firearm Inquiry - QG



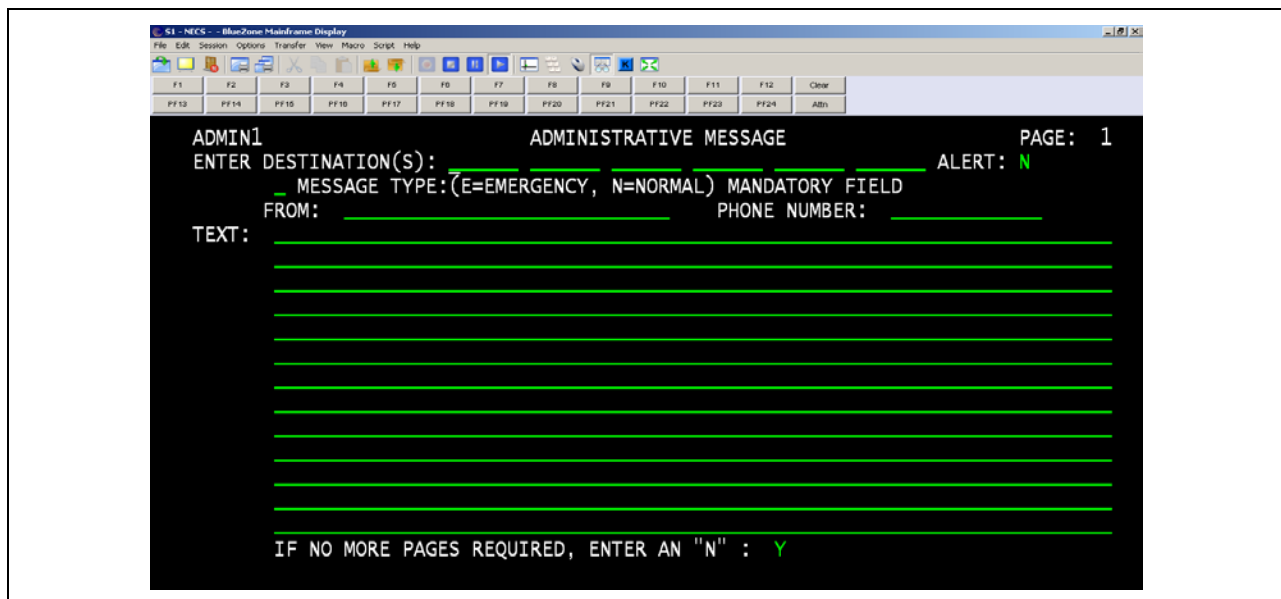
<b>Who uses it</b>	Records units, patrol officers, detectives, property officers
<b>What is it for?</b>	Search for status of firearms by serial number or name. Can check historical files and legal status files
<b>Related systems</b>	AFS, APS, CJIS, NCIC
<b>Returns</b>	Information about the status of a specific firearms, or firearms connected with a specific person.

## PF10 Drivers License Inquiry - DLF



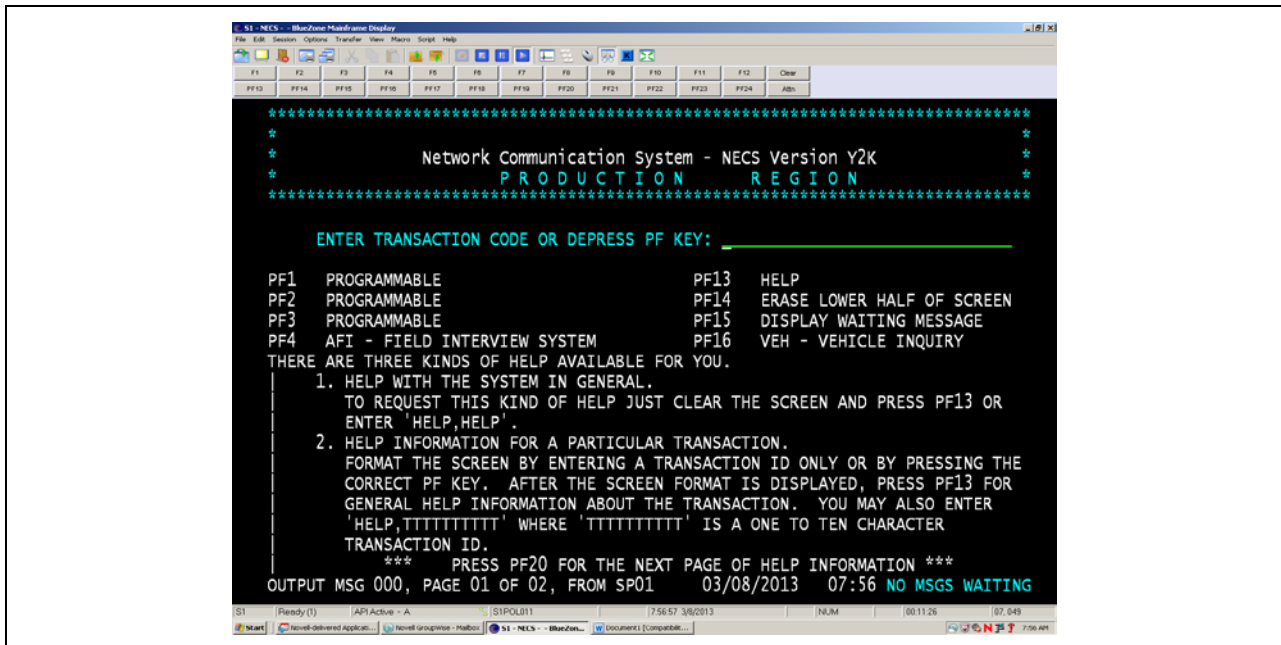
<b>Who uses it</b>	Records units, patrol officers, detectives
<b>What is it for?</b>	Run a driver's license check (CA or out-of-state) using the license number
<b>Related systems</b>	DMV
<b>Returns</b>	Drivers license information

## PF12 Long Administrative Message



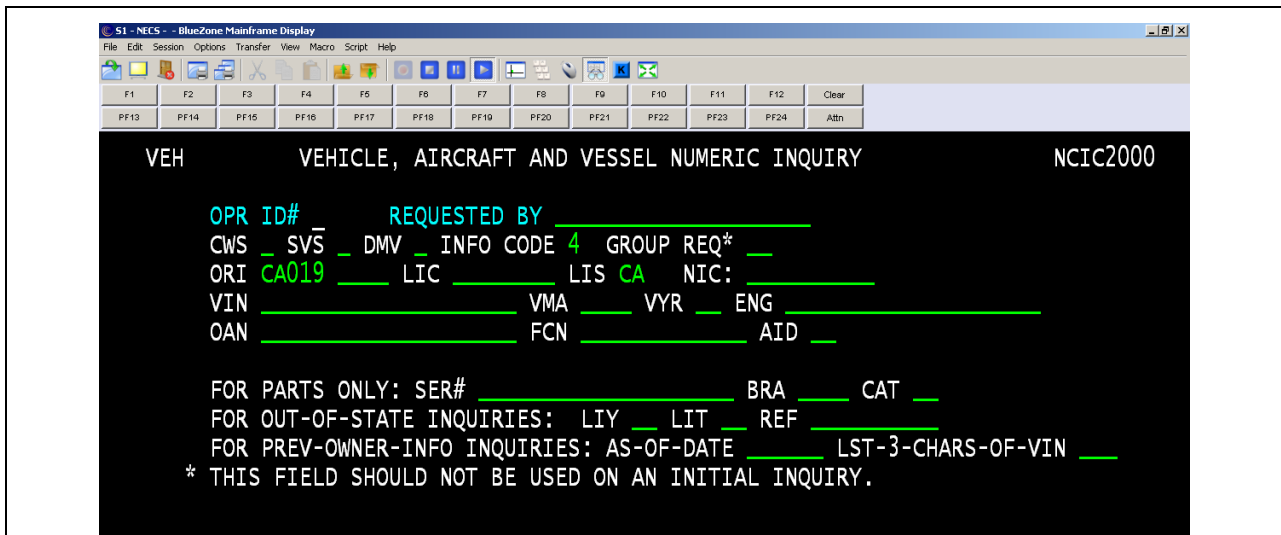
<b>Who uses it</b>	Records
<b>What is it for?</b>	For sending long messages or teletypes to specific destinations. Messages can be emergency or normal priority.
<b>Related systems</b>	CLETS, AJIS
<b>Returns</b>	Screen displays confirmation of sent message or error

# PF13 Help



<b>Who uses it</b>	All users
<b>What is it for?</b>	Provides online help for NECS, both for using the NECS system and for specific transactions. Press or click a PF key to get help for that function. Type ? in a field on any NECS screen to get help for the specific field.
<b>Related systems</b>	NECS help system
<b>Returns</b>	Functional documentation

# PF16 Vehicle Inquiry - VEH

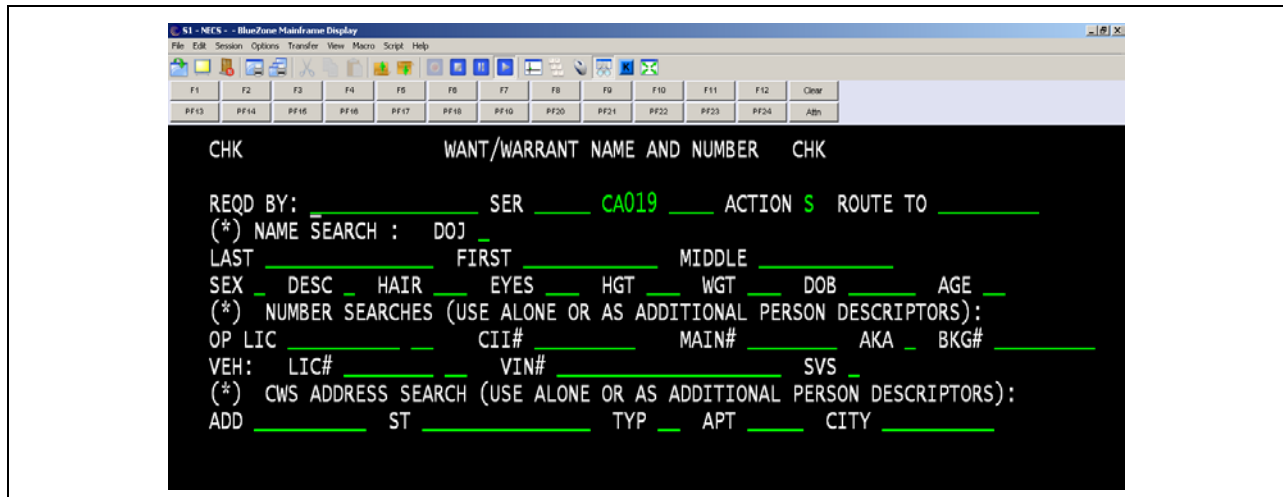


<b>Who uses it</b>	Patrol officers, detectives
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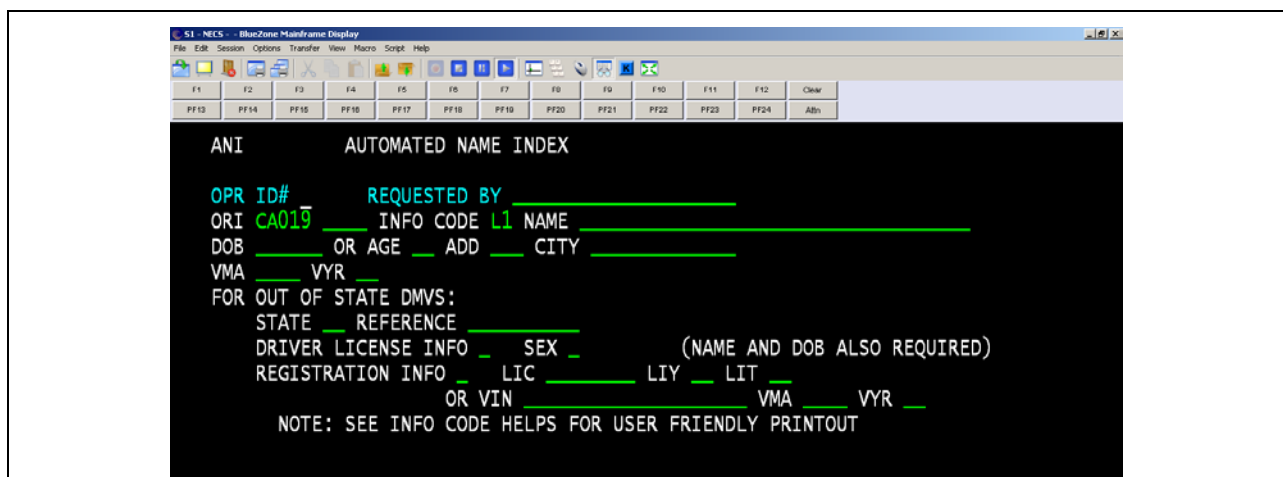
<b>What is it for?</b>	Query for stolen vehicle, aircraft, and boats by VIN or part number. Can be used to locate a previous owner. Historical information is also available.
<b>Related systems</b>	DMV, ABS, SVS
<b>Returns</b>	Whether the vehicle is stolen. Also registration information for the last four years.

## PF17 *Want/Warrant Name and Number - CHK*



<b>Who uses it</b>	Patrol officers, Detectives, Jail division
<b>What is it for?</b>	Check for outstanding warrants. Search by name, warrant number, address, physical descriptors
<b>Related systems</b>	WPS
<b>Returns</b>	Warrant summary

## PF18 *Automated Name Index - ANI*

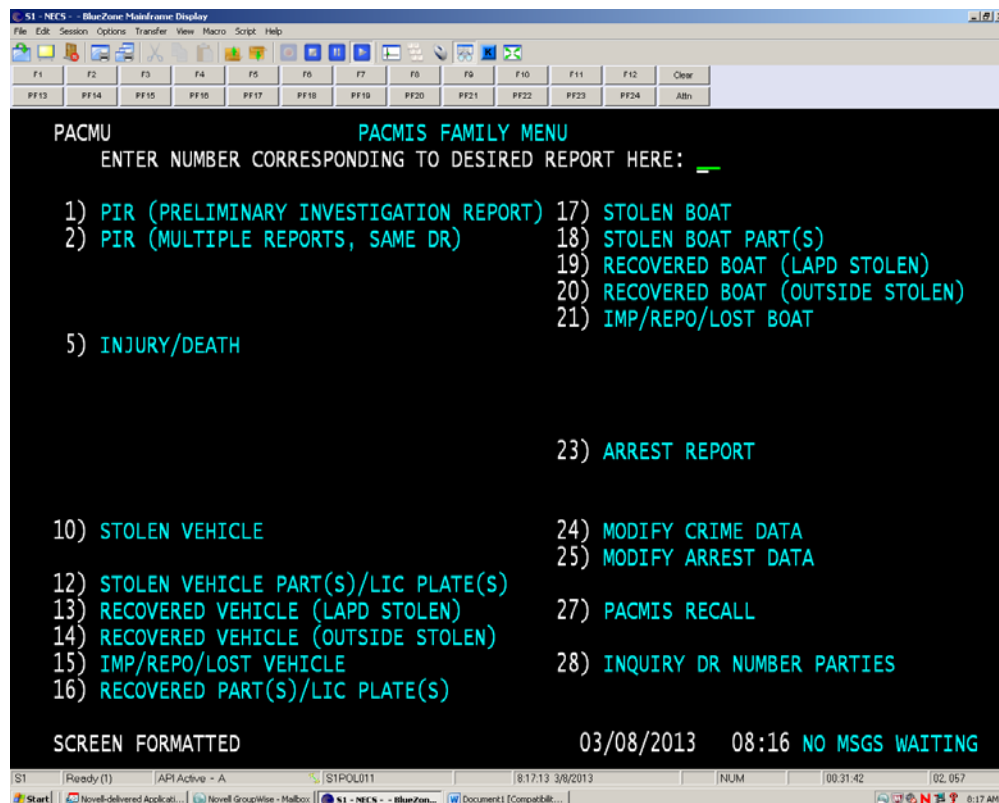


<b>Who uses it</b>	Records units, patrol officers, detectives
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<b>What is it for?</b>	Queries the DMV database for driver and vehicle registration information by name
<b>Related systems</b>	DMV
<b>Returns</b>	An individual driving record, a list of names and DOBs, or a statement that there are too many names to list.

## ***PF22      PACMIS Family Menu***

PACMIS is the Police Arrest and Crime Management Information System



<b>Who uses it</b>	Records clerks
<b>What is it for?</b>	Enter and update arrest data from reports, stolen/recovered vehicles and boats, impounds, etc.
<b>Related systems</b>	CCAD
<b>Returns</b>	Supplies data to NECS queries

## 2 Related Systems

In this section, NECS related systems are grouped by agency and arranged in alphabetical order within each group.

### Resources:

*Los Angeles Police Information System (LAPIS) Master Plan, Automation into the Year 2000*, March 1988.

LAPD Network Communications System Personnel Training Manual, 11/13/2007.

NECS Application Relationship diagram 3/11/13 (see page 20).

### **LAPD**

#### ***CCAD (Consolidated Crime Analysis Database)***

<b>Agency</b>	LAPD
<b>Who uses it?</b>	Everyone
<b>What does it do?</b>	Stores information about crimes, arrests, stolen cars and boats.
<b>Main Functions</b>	<ul style="list-style-type: none"> <li>• File and update a crime or arrest report, or add a new crime report to an existing DR number</li> <li>• Record an Injury or death, stolen vehicle, boat, or parts</li> <li>• Generate reports</li> </ul>
<b>What databases/systems does it touch?</b>	AJIS , CWS , CJIS, TIS, DABIS, COPlink, DCTS Updates the Division table when a DR number is entered.

#### ***DABIS (Distributed Automated Booking System)***

<b>Agency</b>	LAPD
<b>Who uses it?</b>	Booking officers, arresting officers
<b>What does it do?</b>	Enter a prisoner into the County's jail system, with personal , bail, and Court information and housing location. Flag a booking so that it visibly disappears from the system without actually deleting it (restricted use).
<b>What kind of information does it provide</b>	Queries prisoner and court information; flags when the arrestee is a juvenile
<b>What databases/systems does it</b>	AJIS, CCAD, PCD

touch	
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### ***FIS (Field Interview System)***

<b>Agency</b>	LAPD
<b>Who uses it</b>	Patrol officers, outside agencies (with approval), R&I
<b>What does it do?</b>	Stores Field Interview information. When an officer stops a suspicious person on the street, he fills out a Field Interview card. Data is maintained in the System for 18 months.  Used for running an individual for general information
<b>What kind of information does it provide</b>	Returns information collected from field interview.
<b>What databases/ systems does it touch?</b>	FIS

### ***PCD (Probable Cause Determination System)***

<b>Agency</b>	LAPD
<b>Who uses it</b>	Booking officer, LA Country Court personnel (update), Jailors and others (query)
<b>What does it do?</b>	Tracks probable cause determination process.  When a prisoner is booked, DABIS calculates 48 hours from the arrest and stores it in PCD. Also creates a PCD name and jail record.  Updates booking record when a prisoner is released or transferred.
<b>What kind of information does it provide?</b>	Requested details including date and time an arrestee must be released or charged, disposition, location, status, resolution, court, judge, location.
<b>What databases/systems does it touch?</b>	Subsystem of DABIS

### ***TIS (Traffic Information System)***

<b>Agency</b>	LAPD
<b>Who uses it</b>	Detectives, patrol officers

<b>What does it do?</b>	Displays traffic citation information.  Query for a traffic citation by date range by name, vehicle make, model, license plate or partial license number, and citation number. Additional parameters like search dates date of birth, age ranges height ranges and personal descriptors may also be used in the search.
<b>What kind of information does it provide?</b>	Traffic citation information. Provides a max of 100 hits. Returns a max of 25 lines.
<b>What databases/systems does it touch?</b>	L.A. County Citation Data File, COPlink

## ***L.A. County***

NECS can also pull information from these Los County systems:

- AJIS–Automated Justice Information System
- COPS –Conditions of Probation System (no information)
- CWS–Countywide Warrant System
- JAIN–Juvenile Automated Index System
- 

### ***AJIS (Automated Justice Information System )***

<b>Agency</b>	LA County
<b>Who uses it</b>	Jails and remote booking locations, records units, patrol units, detectives
<b>What does it do?</b>	Stores county booking information. Assists in locating and controlling movement of arrestees in the County
<b>Returns</b>	Requested details including booking details including housing location

### ***COPS (Conditions of Probation System)***

<b>Agency</b>	LA County
<b>Who uses it</b>	probation officers, parole compliance unit, fugitives unit, patrol officers, detectives
<b>What does it do?</b>	Checks probation records

<b>Returns</b>	Probation status and conditions
----------------	---------------------------------

### ***CWS (Countywide Warrant System)***

<b>Agency</b>	LA County
<b>Who uses it</b>	Records units, Patrol units, Detectives
<b>What does it do?</b>	Request a felony “want entry” warrant; perform a warrant name and number check ; query AKA/Investigation information
<b>Returns</b>	Requested details including current wants, arrest warrants, and parole history from Traffic, Municipal, and Superior Courts.  If an arrest occurs, CWS sends a warrant information sheet to a remote printer for booking purposes

### ***JAIN (Juvenile Automated Index System)***

<b>Agency</b>	LA County (Probation Dept.)
<b>Who uses it</b>	Records units, Patrol units, detectives
<b>What does it do?</b>	Tracks juveniles in custody.  Stores detailed information about juvenile offenders, neglected children, dependent minors, runaways.
<b>Returns</b>	Requested details including juvenile arrests, court dispositions, probation, runaway status, Social Services, District Attorney, Court clerk records. Query by name, JAIN number

## ***State and National Systems***

NECS uses CLETS to interface with the state and federal services as well as California Department of Justice Information Services (CJIS).

### ***CJIS (California Justice Information Services)***

<b>Agency</b>	Cal DOJ
<b>What does it do?</b>	Provides access to state-operated criminal justice files in 10 systems (see California Department of Justice (DOJ), following).

## ***State of California***

NECS accesses State agencies is through CLETS. State agencies

### ***CLETS (California Law Enforcement Telecommunication System)***

<b>Agency</b>	State of California
<b>What does it do?</b>	Free-form enquiry. Checks for criminal history of individuals who have been charged with or convicted of crimes in California. Also provides access to CJIS, DMV, NLETS and NCIC.
<b>Returns</b>	Background check, rap sheets.  CLETS is the portal to the California department of Justice (DOJ) systems.

### ***DMV (Dept. of Motor Vehicles)***

<b>Agency</b>	State of California
<b>What does it do?</b>	Query the DMV system. (DMV does not allow updates thru NECS.)
<b>Returns</b>	Requested information based on name or driver's license number as a keyword.

## ***California Department of Justice (DOJ)***

The California Department of Justice provides information to these systems through CLETS:

- ABS
- AFS
- APS
- CJIS
- DVROS
- MUPS
- SRF
- SVS
- VCIN
- WPS

### ***ABS (Automated Boat System)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Updates the DOJ database for stolen boat and boat parts. Functions are Enter, Clear, Locate, Modify, Cancel, and Inquiry
<b>Returns</b>	Requested details including stolen boats and boat parts by registration, engine number, function, etc. Also reports.

### ***AFS (Automated Firearms System)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Stores information about firearms: guns, possessors and recovery officers, location
<b>Returns</b>	Requested details including agency, case number, reasons, persons, value, location, whether the gun was used in a crime, possessor history, etc.

### ***APS (Automated Property System)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Updates DOJ's record of stolen and recovered properties
<b>Returns</b>	Query by serial number, type, function, etc.



### ***DVROS (Domestic Violence Restraining Order System)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Enter, modify and cancel Domestic Violence Restraining Order records.
<b>Returns</b>	Requested details including aliases; scars, marks, and tattoos; proof of service

### ***MUPS (Missing Unidentified Persons System)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Combines DOJ's Missing Person (MPS) and Unidentified Person systems. Add, modify, update, delete missing person and their vehicle, broadcast, and query for a missing person
<b>Returns</b>	Requested details including name, sex, physical descriptors

### ***SRF (Supervised Release File)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Creates records for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing.  <a href="http://www.in.gov/isp/files/Supervised_Release_File.pdf">http://www.in.gov/isp/files/Supervised_Release_File.pdf</a> <a href="http://www.convictsandcops.com/investig.htm">http://www.convictsandcops.com/investig.htm</a>
<b>Returns</b>	Requested details including name, physical descriptors, DOB, vehicle information, date of arrest, DNA profile, case data, etc/

### ***SVS (Stolen Vehicle System)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Enters stolen vehicle (including license plates and vehicle parts) directly into the DOJ Stolen Vehicle System
<b>Returns</b>	Requested details including out of state and previous owner information

### ***VCIN (Violent Crime Information Network) Sex & arson registration***

<b>Agency</b>	DOJ
<b>What does it do?</b>	VCIN is the DOJ's Sex & Arson registration system. Lets LAPD and the Courts add and change files in DOJ and CCAD plus query in both systems. Inquiry only
<b>Returns</b>	Requested information

### ***WPS (Wanted Persons System)***

<b>Agency</b>	DOJ
<b>What does it do?</b>	Updates and queries the DOJ Wanted Persons database
<b>Returns</b>	Requested information

### ***National***

There is no direct link from NECS to federal systems. Communication is via State through CLETS. NCIC and NLETS collect national and international law enforcement information.

### ***NCIC (National Crime Information Center)***

<b>Agency</b>	FBI
<b>Who uses it</b>	Records units, Patrol units, Detectives
<b>What does it do?</b>	Controls access to national criminal history records
<b>Returns</b>	FBI's equivalent of a personal data record. Requested details including vehicles, license plates, boats, guns. Articles, securities, missing persons, fugitives, etc.

### ***NLETS (National Law Enforcement Telecommunications System)***

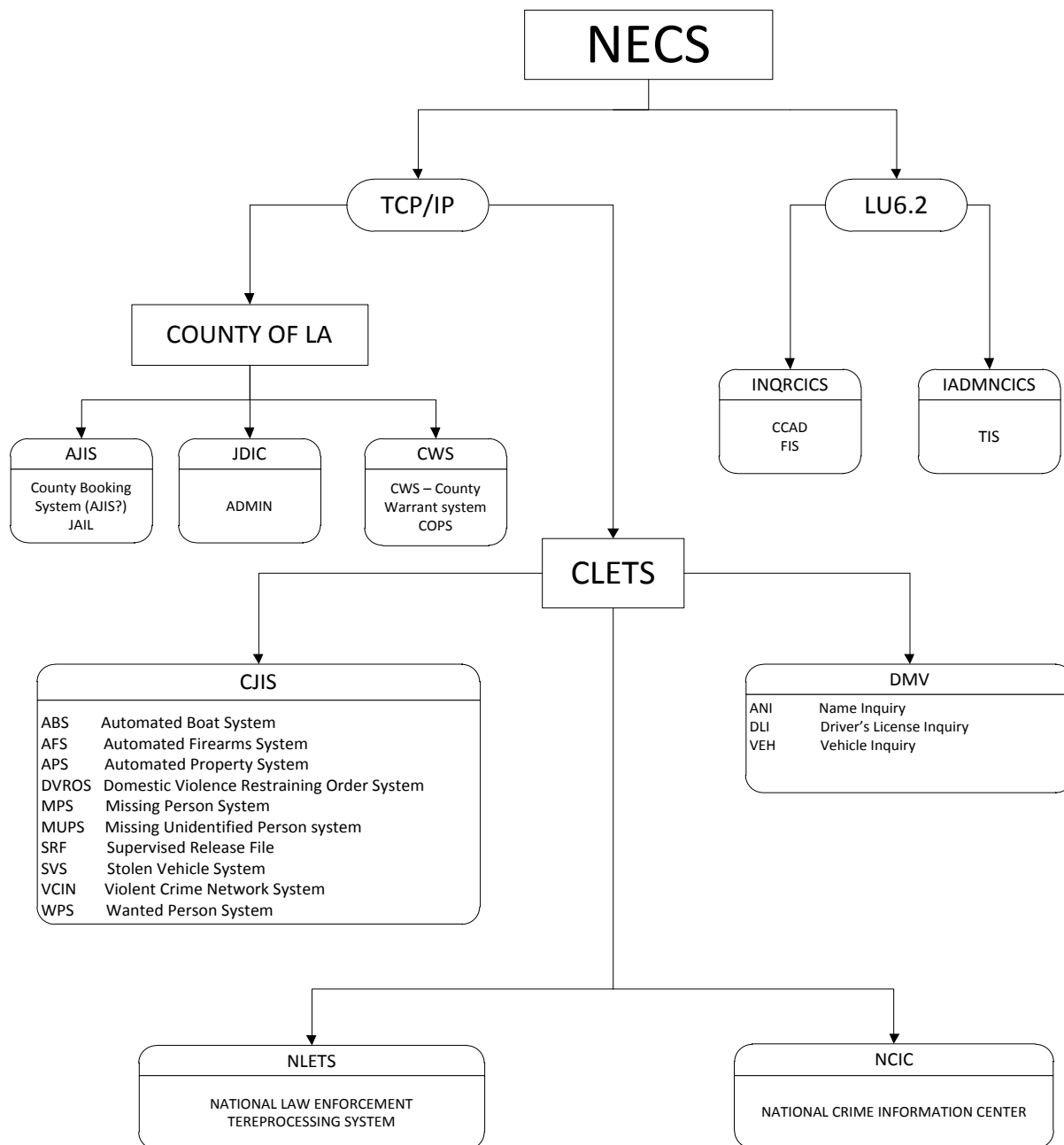
<b>Agency</b>	NLETS is a U.S.-based nonprofit company providing an international justice & public safety network. The members are all 50 states, US territories, all federal agencies with a justice component, and the Royal Canadian Mounted Police. <a href="https://www.nlets.org/">https://www.nlets.org/</a>
<b>What does it do?</b>	Stores and controls access to national and international criminal history records
<b>Returns</b>	Out of state DMV-type information and criminal histories.

### 3 Communications and Systems Flow

#### *NECS Configuration and Communications Flow*

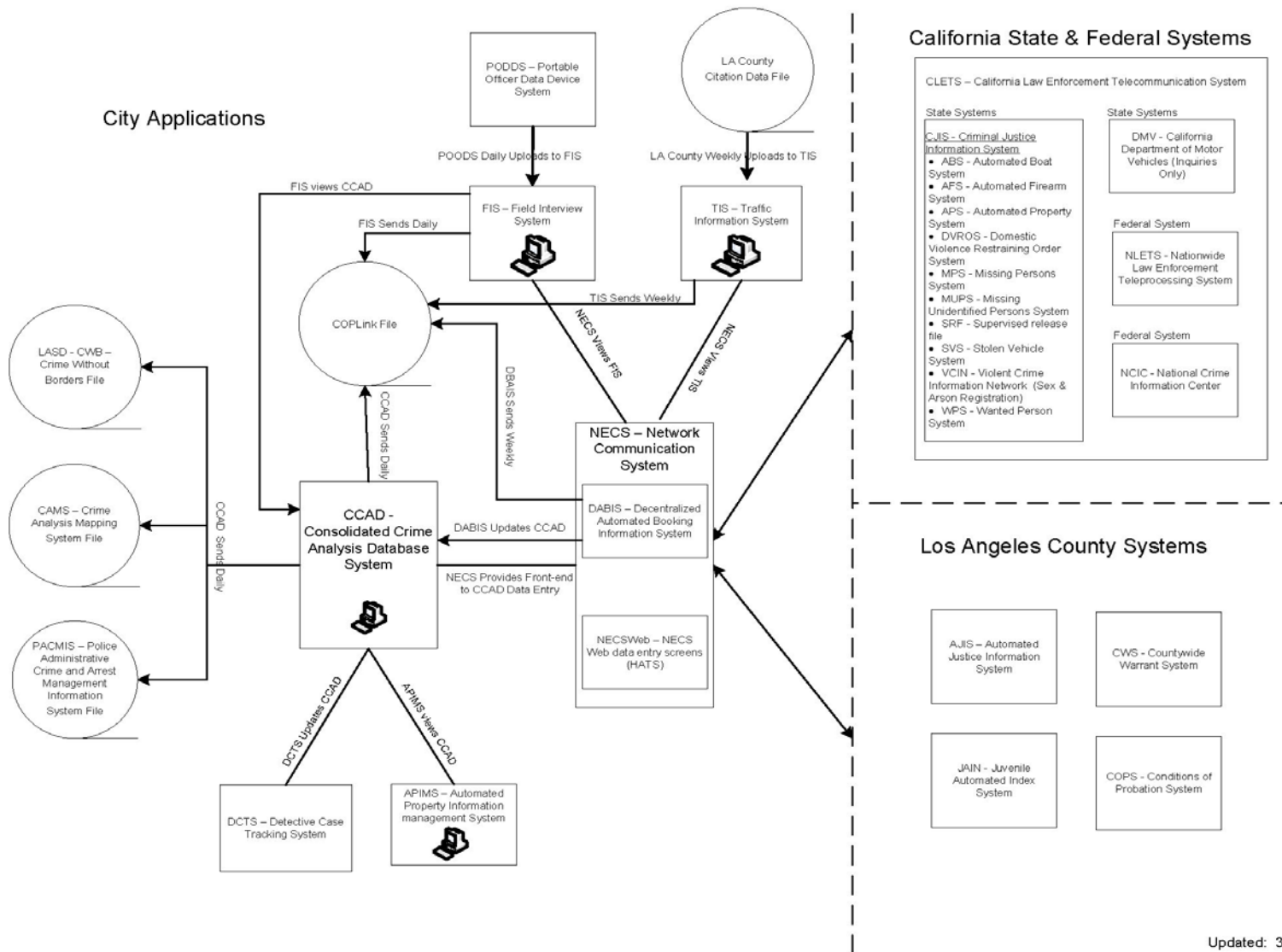
NECS uses TCP/IP to communicate with most in-house systems as well as various agencies outside the City. LAPD systems use an LU6.2 protocol.

Source: LAPD Network Communications System Personnel Training Manual, 11/13/2007



# NECS Applications Relationships

Source: ITB, March 11, 2013



Updated: 3/11/2013

## ***NECS-LAPD Systems Interface Summary***

This section is designed to complement the figure on the previous page.

In the Relationship column, the arrows indicate the direction of communication flow between systems, including queries.

<b>Relationship</b>	<b>Type of Interaction</b>
NECS ↔ LA County	<p>NECS:</p> <ul style="list-style-type: none"> <li>• Feeds data update to County.</li> <li>• Queries County.</li> <li>• Receives messages from County.</li> </ul> <p>County:</p> <ul style="list-style-type: none"> <li>• Returns query result (display only).</li> <li>• Can send unsolicited message (such as for administrative purpose) to NECS.</li> </ul>
NECS ↔ State	<p>NECS:</p> <ul style="list-style-type: none"> <li>• Communicates with State via CLETS.</li> <li>• Communicates with State's CJIS via CLETS.</li> <li>• Feeds data update to State.</li> <li>• Queries State.</li> <li>• Receives messages from State.</li> </ul> <p>State:</p> <ul style="list-style-type: none"> <li>• Returns query results (display only).</li> <li>• CLETS can also send unsolicited messages to NECS for administrative purposes.</li> </ul>
NECS ⇨ Federal	<p>NECS:</p> <ul style="list-style-type: none"> <li>• Communicates to Fed via State thru CLETS.</li> <li>• NECS has no direct link to Federal systems (FBI etc.).</li> </ul>
DABIS ↔ AJIS	<p>DABIS:</p> <ul style="list-style-type: none"> <li>• Resides inside NECS.</li> <li>• Sends data to AJIS via NECS (but AJIS does not update DABIS).</li> </ul> <p>AJIS:</p> <ul style="list-style-type: none"> <li>• Provides new booking numbers to DABIS.</li> </ul>

Relationship	Type of Interaction
TIS ⇔ County TIS ⇔ NECS	County: <ul style="list-style-type: none"> <li>• Sends weekly tape, tape data uploaded to TIS.</li> </ul> NECS: <ul style="list-style-type: none"> <li>• Can query TIS for data (display only).</li> </ul> TIS: <ul style="list-style-type: none"> <li>• Resides outside of NECS and has its own front-end.</li> <li>• Data update is done within TIS, not through NECS.</li> <li>• Can update or delete data, but not add.</li> <li>• Adds are made via the weekly tape from County.</li> </ul>
FIS ⇔ PODDS (WebFIS) FIS ⇔ NECS FIS ⇔ CCAD	PODDS: <ul style="list-style-type: none"> <li>• Uploads a daily data batch update to FIS.</li> </ul> FIS: <ul style="list-style-type: none"> <li>• Sits outside of NECS.</li> <li>• Has its own front-end.</li> <li>• Data update is done within FIS, not thru NECS.</li> <li>• Can query CCAD database for DR# inquiry (display only)</li> </ul> NECS: <ul style="list-style-type: none"> <li>• Can query FIS for data (display only).</li> </ul>
NECS ⇔ CCAD	NECS: <ul style="list-style-type: none"> <li>• Provides the front-end for updating CCAD.</li> <li>• Queries CCAD.</li> <li>• Accesses CCAD via LU 6.2.</li> </ul> CCAD: <ul style="list-style-type: none"> <li>• Returns query results.</li> </ul>
CCAD ⇔ DCTS	CCAD: <ul style="list-style-type: none"> <li>• Shares a database with DCTS.</li> <li>• Does not update or query DCTS tables that reside in the same database as CCAD.</li> </ul> DCTS: <ul style="list-style-type: none"> <li>• Posts updates directly to CCAD tables.</li> </ul>

Relationship	Type of Interaction
CCAD ⇨ CAMS	CCAD <ul style="list-style-type: none"> <li>Downloads a daily data update to CAMS.</li> </ul>
CCAD ⇨ PACMIS (ARCHMAST, FOLD, FNEW)	CCAD: <ul style="list-style-type: none"> <li>Produces the CCAD_MAST table, which feeds the batch process that generates PACMIS files (ARCHMAST, FOLD, and FNEW).</li> </ul>
CCAD ⇨ CWB	CCAD: <ul style="list-style-type: none"> <li>Uploads a daily file to CWB via FTP.</li> </ul>
GEO ⇨ CCAD	GEO <ul style="list-style-type: none"> <li>Updates CCAD with geographical information, which is used for address validation in NECS.</li> </ul>
CCAD FIS TIS DABIS <span style="font-size: 2em; vertical-align: middle;">}</span> ⇨ Coplink	CCAD, FIS, TIS, and DABIS <ul style="list-style-type: none"> <li>Each uploads a daily file to Coplink via FTP.</li> </ul>
CCAD ⇔ APIMS	CCAD: <ul style="list-style-type: none"> <li>Provides data to APIMS on request for use in booking property.</li> </ul>

## 4 Acronyms and Terminology

Acronym	Meaning	System
ABS	Automated Boat System	CJIS
ACHS	Automated Criminal History System	LA County
ADRS	Automated Division of Record Issuance System (issues DR numbers)	LAPD
AFS	Automated Firearms System	CJIS
AJIS	Automated Justice Information System	LA County
AMIS	Automated Management Information System	
APIMS	Automated Property Information Management System	LAPD
APS	Automated Property System	CJIS
CAMS	Crime Analysis Mapping System	LAPD
CCAD	Consolidated Crime Analysis Database	LAPD
CCHRS	Consolidated Crime History Record System	LAPD
CJIS	Criminal Justice Information System	State
CLETS	California Law Enforcement Telecomm System	State
Coplink	An IBM application that consolidates policing data, aids collaboration and helps generate tactical leads.	LAPD
COPS	Conditions of Probation System	LA County
CWB	Crime Without Borders	LA County
CWS	County Warrant System	LA County
DABIS	Decentralized Automated Booking Information System	LAPD
DCTS	Detective Case Tracking System	LAPD
DL	Drivers License	DMV
DMV	Department Of Motor Vehicles	State
DVROS	Domestic Violence Restraining Order System	CJIS
EI	Event Index	LAPD
ETRS	Expanded Traffic Record System	LAPD
FIS	Field Interview System	LAPD



<b>Acronym</b>	<b>Meaning</b>	<b>System</b>
GEO file	A file containing geographic data used for address validation in LAPD systems	LAPD
JAIN	Juvenile Automated Index	LA County
JDIC	Justice Data Interface Controller	LA County
LAPD	Los Angeles Police Department	
LASD	Los Angeles Sheriff's Department	
LEDS	Law Enforcement Data System	Oregon
LUPAMS	Land Use Property and Management System	LAPD
MHFPS	Mental Health Firearms Prohibition System	State
MNI	Master Name Index	LAPD
MPS	Missing Person System	LAPD
MUPS	Missing and Unidentified Person System	CJIS
NCIC	National Crime Information Center	FBI
NECS	Network Communication System	LAPD
NLETS	National Law Enforcement Teleprocessing System	National
PCD	Probable Cause Determination System	LAPD
PACMIS	Police Arrest Crime Management Information System	LAPD
PIMS	Prosecutor Information Management System	Federal
PODDS	Portable Officer Data Device System	LAPD
RS	Restraining Order System	LAPD
SRF	Supervised Release File	CJIS
SVS	Stolen Vehicle System	CJIS
TAPS	Tax and Permit System	LAPD
TCIS	Trial Court Independent System	
TIS	Traffic Information System	LAPD
VCIN	Violent Crime Network System	CJIS
VR	Vehicle Registration	DMV
WPS	Wanted Persons System	CJIS