

---

# Request for Information

---

School Safety and  
Incident Planning

RFI 2017-001

---

Washington Association of  
Sheriffs and Police Chiefs

February 2017

---

## 1 SUBJECT

This is a Request for Information (RFI) for School Safety and Incident Planning involving emerging technology and best practices. Subject to funds appropriated specifically for this purpose, the Washington Association of Sheriffs and Police Chiefs (WASPC) may use such technologies and practices to continue providing Washington State schools with school safety support. This RFI seeks responses from vendors currently able to provide such technologies.

## 2 PURPOSE OF THIS REQUEST FOR INFORMATION

The objectives of this RFI are to:

- Identify specific technologies to assist school safety planning and emergency response.
- Identify potential school safety technology vendors.
- Identify potential costs of providing such technologies and assistance to law enforcement and schools.
- Gather the information necessary to produce an effective Request for Proposals (RFP).

Response to this RFI is voluntary and is not a prerequisite for responding to a future solicitation for a procurement. Proposals submitted in response to any subsequent RFP will be evaluated on their own merit, with no advantage or disadvantage resulting from this RFI.

## 3 RESPONSES DUE

Please provide your responses in an electronic format. We value your time and do not require lengthy responses; a 1-3 sentence response is sufficient for most items, with links to electronic reference materials where appropriate. We are requesting that vendors not respond with any preprinted materials or marketing literature. Links to such information in electronic form may be included in the response as appropriate.

As a follow up to this RFI, respondents should be prepared to provide an on-site demonstration of relevant capabilities upon request.

**Responses to this RFI should be submitted to the RFI Coordinator no later than March 1, 2017, at 4:00 p.m.**

Please do not cut and paste your responses into this RFI. Instead, provide your response as a separate electronic document and include numbers referencing the RFI items you are responding to. Only one electronic copy need be submitted.

**E-mail is the preferred method of delivery.** Hardcopy responses and materials will be accepted; faxed responses will not. Please submit responses to the RFI Coordinator at the following address and/or email:

RFI Coordinator's Mailing Address

Attn: **Kim Goodman**

**Washington Association of Sheriffs and Police Chiefs**

3060 Willamette Drive NE, Suite 200

Lacey, WA 98516

RFI Coordinator's Email Address  
kgoodman@waspc.org

An informational conference call will be held on February 22, 2017, at 1:30 PM, to answer questions related to the RFI content. To participate in the conference call, email your request to the RFI Coordinator by March 15, 2017. Instructions for joining the call will be provided when your request is confirmed. Questions regarding the RFI process should be directed to the RFI Coordinator via email or by calling (360) 486-2380.

#### **4 NO CONTRACTUAL RELATIONSHIP**

This RFI is issued solely for information and planning purposes only and does not constitute a solicitation. The issuance of this RFI and your preparation and submission of information do not commit WASPC to any contractual relationship, directly or indirectly. WASPC will not reimburse or make payment for any costs incurred in the preparation and submittal of your response.

#### **5 SUBMITTALS BECOME PROPERTY OF WASPC**

All materials submitted in response to this RFI become the property of WASPC. WASPC has the right to use any of the ideas presented in any such materials for legislative/forecasting purposes.

#### **6 PROPRIETARY INFORMATION – PUBLIC DISCLOSURE**

WASPC will comply with Chapter 42.56 RCW (the Public Records Act) and its Public Records Policy in responding to all public disclosure requests relating to this RFI. Materials submitted in response to this RFI become public records as defined by the Act.

Information in the response that the Vendor clearly designates as proprietary may be exempt from disclosure, to the extent allowable under the exemption provisions of the Public Records Act. Vendors **may not** mark the entire response or the cost information as proprietary or confidential. All claims of exemption must be clearly marked and must include the citation from the Public Records Act for the specific exemption being claimed. Claims that are overbroad, vague, or not based on a statutorily-authorized exemption, will not be honored.

Vendors wishing to designate portions of their response as proprietary may contact the RFP Coordinator for more information regarding the requirements of this section.

#### **7 BACKGROUND [INCLUDING BUDGETARY INFORMATION]**

##### **WASPC Overview**

**WASPC** is an acronym for the Washington Association of Sheriffs and Police Chiefs. The association was founded in 1963 and consists of executive and top management personnel from law enforcement agencies statewide. Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board.

WASPC is the only association of its kind in the nation combining representatives from local, state, tribal, and federal law enforcement into a single body, working toward a common goal. WASPC's function is to provide specific materials and services to all law enforcement agencies in the state, members and non-members alike. The 1975 legislature made WASPC a legal entity designating the association as "combination of units of local government." ([RCW 36.28A.010](#))

You can find additional information about WASPC on our website [here](#) and in the following documents:

[2015 WASPC Annual Report](#)  
[2015-2017 Strategic Intentions](#)

### **Approach/Budget**

WASPC anticipates requesting continuing state funding to provide school safety support services, specific to the individual needs of local schools, which will include a variety of emerging technologies, best practices, training and law enforcement services from the 2017 Washington State Legislature.

## **8 RESPONSE FORMAT**

Please provide your responses to the information requested in the following sections 9-12. Formatting the responses into tables is recommended, to minimize the effort by respondents and for ease of analysis by WASPC. Nevertheless, respondents are free to develop their responses as they see fit. Regardless of the format used, please indicate the item number for each response.

## **9 SOLUTION AND COMPANY INFORMATION**

|     |   |
|-----|---|
| 9-1 | Briefly describe your company, product(s) and services, history, ownership, financial information, future roadmap, and other information you deem relevant. |
| 9-2 | Identify the technology solution(s) referenced in your response to this RFI   |
| 9-3 | Contact information including name, email address and telephone number  |

## **10 REQUIREMENTS AND CAPABILITIES**

Describe how your technology will assist school districts to work collaboratively with local law enforcement agencies and school security personnel to develop an emergency response system.

|        |   |
|--------|---|
| 10.1   | What products do you offer?   |
| 10.1.1 | Identify if products can be used independently of one another or are integrated into a suite of products.   |
| 10.2   | Briefly explain the functionality of each product and how it will achieve the goals of incorporating evolving technology and best practices to protect students and staff in the event of a threat. |

## **11 PROFESSIONAL SERVICES**

|      |  |
|------|--|
| 11.1 | Briefly describe your strategy for providing professional services support for up to two years |
| 11.2 | How long does planning typically take?   |

|      |  |
|------|--|
| 11.3 | <p>Installation</p> <ul style="list-style-type: none"> <li>a. Do you typically partner with an integrator for installation? If so, who?</li> <li>b. How long does installation typically take?</li> <li>c. What are key success factors for installation?</li> </ul>   |
| 11.4 | <p>Training</p> <ul style="list-style-type: none"> <li>a. Provide example of typical training plan.</li> <li>b. Describe how long it takes an organization to be self-sufficient.</li> </ul>   |
| 11.5 | <p>Migration</p> <ul style="list-style-type: none"> <li>a. Is it necessary (or recommended) to migrate existing mapping or other data? If so, what expertise/assistance is available?</li> <li>b. What is the recommended strategy for migrating existing applications into business processes? What expertise/assistance is available?</li> <li>c. What professional services are needed and available for investigating and strategizing the exiting platform's preparedness? Or, is that part of the planning process?</li> </ul>   |
| 11.6 | <p>Maintenance</p> <ul style="list-style-type: none"> <li>a. For cloud-hosted service, will additional professional services be required to periodically upgrade the infrastructure? If so, describe the process.</li> <li>b. For on premise service, describe knowledge and skills required to upgrade an installed technology.</li> </ul>  |
| 11.7 | <p>Knowledge transfer and operational transition</p> <ul style="list-style-type: none"> <li>a. What additional specialized knowledge/skills are required of agency technical personnel; for both cloud, or on premise installations (e.g., security, monitoring, tuning, customizing, integration)?</li> <li>b. What additional knowledge/skills are required of agency business personnel (e.g., data flows, dashboards)?</li> <li>c. Is the knowledge acquired via professional services, or online tutorials, help-screens, or other methods?</li> <li>d. How long does it typically take for agency personnel (both technical and business) to gain the necessary knowledge/skills to effectively use the technology?</li> </ul> |

## 12 LICENSING STRUCTURE AND COSTS

|      |  |
|------|--|
| 12.1 | <p>Describe the licensing and rate structure, including:</p> <ul style="list-style-type: none"> <li>a. Enterprise licensing</li> <li>b. User licenses</li> <li>c. Other</li> </ul> |
| 12.2 | Describe any licensing issues involving external users of applications developed on your platform  |
| 12.3 | Describe the factors that have the greatest impact on cost, including cost tradeoffs where applicable  |
| 12.4 | What is the estimated projected total project cost for two years?  |

### 13 CURRENT CUSTOMERS

|      |   |
|------|---|
| 13.1 | <p>List up to three organizations similar to WASPC that are currently using this platform:</p> <ul style="list-style-type: none"><li>a. Organization name</li><li>b. Industry (law enforcement, schools)</li><li>c. Size</li><li>d. How long have they been using your product?</li><li>e. Contact name, title, email and telephone number for the organization</li></ul> |
|------|---|