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**Request for Proposal for  
Software Development Services**

Issued: February 1, 2013

Responses Due: February 18, 2013 (11:59 pm PST)

**Contact:**

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1 **Introduction**

2  
3 **Purpose**

4  
5 SEARCH is seeking to secure the services of qualified software developer(s) through a contract  
6 with a software developer service provider (hereinafter called "Vendor"). The Vendor must be  
7 able to supply qualified contract software developers (hereinafter called "Contractor" or  
8 "Developer") in a variety of technologies and disciplines as outlined in this Request for Proposal  
9 (RFP). Work will be performed on a task or work order basis.

10  
11 SEARCH anticipates that it will require the equivalent of one full-time position across the skillsets  
12 required and up to 2 full-time equivalents (FTEs) during the award period. The Vendor must  
13 designate at least one available resource for the two listed categories proposed who can be  
14 available to begin work no later than March 1, 2013. The Vendor must be able to respond to  
15 requests for additional staff within 30 days.

16  
17 The period of performance for this RFP is through March 31, 2014. The contract with the  
18 selected Vendor may be extended up to two years thereafter.

19  
20 **Background**

21  
22 SEARCH, The National Consortium for Justice Information and Statistics, is a nonprofit  
23 membership organization created by and for the states. Since 1969, SEARCH's primary objective  
24 has been to identify and help solve the information management problems of state and local  
25 justice agencies confronted with the need to exchange information with other local agencies,  
26 state agencies, agencies in other states, or with the Federal government. SEARCH is governed  
27 by a Membership Group comprised of one gubernatorial appointee from each of the 50 states,  
28 the District of Columbia, and the territories, as well as eight at-large appointees selected by  
29 SEARCH's Chair. Members are primarily state-level justice officials responsible for operational  
30 decisions and policymaking concerning the management of criminal justice information,  
31 particularly criminal history information. Funding for SEARCH activities is provided by annual  
32 fees from Member states for the operation of the consortium and Board of Directors; grants from  
33 various U.S. Federal government agencies; state grants; and Federal, state, and local contracts.  
34 Additional information about SEARCH is available at <http://www.search.org>.

35  
36 **Description of Work to be Performed**

37  
38 SEARCH is developing a variety of software applications that require the specialized skills as  
39 described in this RFP. Developers will be responsible for all aspects of development and  
40 implementation, including design, programming, testing, and configuration. Design requirements  
41 will be provided to the contractor following an agile development methodology. Developers must  
42 employ industry best practices for technology project management.

43  
44 Contractors will work as needed with customers, designers, and SEARCH staff to complete task  
45 orders.

46  
47 **Skillsets and Experience**

48  
49 1. General Skillsets required of all contractors

- 50  
51 • Experience working with agile software development processes with rapid iteration cycles  
52 (1–2 weeks)  
53 • Experience with and commitment to key development practices inherent to effective agile  
54 development, including:  
55 ○ Unit testing, including use of tools such as JUnit and testing with mock objects

- 56 ○ Continuous integration, including use of integration tools such as Jenkins or
- 57 Hudson
- 58 ○ Refactoring
- 59 ● Familiarity with object-oriented design and development, including design patterns and
- 60 effective use of interfaces
- 61 ● Experience with the SEARCH standard development environment:
- 62 ○ Java
- 63 ○ Eclipse
- 64 ○ Maven
- 65 ○ Subversion

66

67 2. Skillset 1: General Java development

- 68
- 69 ● Spring technologies, including Security, JDBC, MVC, WebFlow (subject to change based
- 70 on how we handle query UI)\*
- 71 ● Hibernate
- 72 ● XML Schema
- 73 ● XQuery, XSLT, XPath
- 74 ● Java security model and handling X509 certificates, truststores, etc.
- 75 ● Enterprise integration (building adapters to integrate with legacy/COTS systems)
- 76

77 3. Skillset 2: Java web services development

- 78
- 79 ● Web services implementation in Java using Apache CXF or another JAX-WS
- 80 implementation toolkit\*
- 81 ● Apache Camel, enterprise integration patterns\*
- 82 ● Apache ServiceMix and OSGi\*
- 83 ● WSS4J
- 84 ● WS-ReliableMessaging, WS-Security, WS-Trust, and WS-Addressing
- 85 ● WS-Security with SAML
- 86

87 All positions must meet all skills listed under item 1, General Skillsets, above. Mandatory skills

88 for Skillsets 1 and 2 are denoted with an asterisk (\*). Other skills are highly desired.

89

90 Experience Levels for Each Skillset

91

92 The candidates proposed for the above skillsets should be divided into two categories: junior level

93 and senior level. The junior-level position must have 1–3 years of experience over the past 5

94 years. The senior-level position must have 4 or more years of experience over the past 5 years.

95 A candidate may be proposed at both levels.

96

97 The Vendor should indicate the position for which each proposed candidate should be

98 considered. A candidate may be proposed for both positions. Candidates that do not meet all of

99 the General Skillsets and the mandatory skills in each position will not be considered.

100

101 Vendor’s proposal must state the hourly rate for each candidate whose résumé is being

102 submitted in this proposal. This hourly rate is inclusive of all expenses and will be the only basis

103 of payment by SEARCH to Vendor.

104

105 Costs proposed for each position should align with the following:

106

Hourly Rate	Junior Level	Senior Level
Skillset 1 – General Java Development	\$ per hour	\$ per hour
Skillset 2 – Java Web Services Development	\$ per hour	\$ per hour

110  
111 **Schedule**

112  
113 The schedule for this RFP is as follows. The time each milestone is due is defined as 4:00 PM  
114 Pacific Standard Time on the date indicated on the schedule, unless indicated otherwise. This  
115 schedule is subject to change at SEARCH's sole discretion at any time.  
116

117

MILESTONE	DATE
SEARCH issues RFP	February 1, 2013
<b>Vendors submit questions to SEARCH</b>	<b>February 8, 2013</b>
SEARCH posts responses to questions	February 12, 2013
<b>Vendors submit RFP response/Proposal to SEARCH</b>	<b>February 18, 2013 @ 11:59 pm PST</b>
SEARCH designates successful Vendors	February 22, 2013

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119  
120  
121  
122

123  
124 **Administrative Requirements**

125  
126 Prospective Vendors are responsible for ensuring that their responses conform to the following  
127 requirements.  
128

129 **RFP Coordinator (Proper Communication)**

130  
131 The Coordinator for this RFP is:

132  
133 Mark Perbix

134  
135 Director, Information Sharing Programs, SEARCH

136  
137 [mark.perbix@search.org](mailto:mark.perbix@search.org)

138  
139 (916)712-5918  
140

141 Upon release of this RFP, all communications between prospective Vendors and SEARCH  
142 concerning this RFP must be directed to the Coordinator. Communication about this RFP  
143 between prospective Vendors and SEARCH staff other than the Coordinator may result in  
144 disqualification of such Vendors.  
145

146 **Reliance on Written Communication**

147  
148 Oral communication between SEARCH and prospective Vendors is unofficial and non-binding on  
149 SEARCH. Vendors may rely only on written information issued by the Coordinator.  
150

151 SEARCH will post all written information and correspondence with prospective Vendors on the  
152 same Website at which this RFP was originally posted. It is the responsibility of each prospective  
153 Vendor to visit the Website to find information posted by SEARCH. SEARCH will make no effort  
154 to contact prospective Vendors to inform them of written communication posted to the Website.  
155

156 SEARCH will remove the names of prospective Vendor firms and individuals along with their  
157 contact information from any written communication. However, by submitting a question to  
158 SEARCH, prospective Vendors acknowledge and accept that SEARCH is not liable for third  
159 parties' usage of written communication to identify prospective Vendors.  
160

161 **Vendor Questions Invited**

162  
163 SEARCH invites questions from prospective Vendors regarding this RFP. Such questions are  
164 intended to help SEARCH clarify RFP requirements, and communicate additional useful  
165 information about the skillsets required by SEARCH.

166  
167 In their questions, Vendors should make reference to information in this RFP by line number(s) to  
168 facilitate SEARCH's response and to ensure clear communication.

169  
170 Vendors should review publicly available information about SEARCH prior to submitting  
171 questions. This information is available at <http://www.search.org>,

172  
173 Following the milestone established for the receipt of questions, SEARCH will post its responses  
174 to the same Website at which this RFP was originally posted. It is the responsibility of each  
175 prospective Vendor to visit the Website to view the responses.

176  
177 **Vendor Complaints Regarding RFP Requirements**

178  
179 If a prospective Vendor believes that any requirement in this RFP unduly or unfairly restrains  
180 competition, then the Vendor must state such belief in writing to the RFP Coordinator prior to the  
181 milestone established for submission of questions. The statement should reference specific  
182 language in the RFP by line number(s).

183  
184 SEARCH will evaluate all such complaints and will respond in writing to the complaining Vendor  
185 only, in advance of the milestone established for posting of responses to questions. SEARCH  
186 may, in its sole discretion, determine that it is in SEARCH's best interests to alter the RFP to  
187 address the complaint. SEARCH may also in its sole discretion issue amendments to this RFP to  
188 address Vendor complaints or for any other reason.

189  
190 SEARCH's decisions regarding Vendor complaints and questions are final.

191  
192 **Proposal Presentation and Format Requirements**

193  
194 Prospective Vendors must submit proposals in Microsoft Word (Office 97 version or more recent)  
195 or Adobe PDF format (version 6.0 or more recent). Prospective Vendors may format their  
196 proposal in accordance with their best judgment, keeping in mind that SEARCH must be able to  
197 read each proposal easily. When printed, each proposal must print clearly in black-and-white on  
198 8.5" x 11" paper.

199  
200 Proposals in excess of 30 total printed pages will be disqualified. Proposals must be written in  
201 English.

202  
203 **Submission and Delivery of Proposals**

204  
205 Proposals must be submitted via email directly to the RFP Coordinator with documents attached  
206 to the email. Information provided in the body of the email rather than attachments thereto will be  
207 ignored by SEARCH.

208  
209 The prospective Vendor's response to this RFP in its entirety must be received and  
210 acknowledged by the RFP Coordinator in advance of the due date and time specified in the  
211 schedule above. Late proposals will not be accepted or considered.

212  
213 SEARCH will acknowledge receipt of proposals by direct response to the submitter's email within  
214 one (1) business day of receipt.

215

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

218

### 219 **Cost of Proposal Preparation**

220

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

223

### 224 **Waive Minor Administrative Irregularities**

225

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

231

### 232 **Errors in Proposal**

233

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

238

### 239 **Right to Cancel**

240

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

243

### 244 **Right to Reject**

245

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

248

### 249 **Incorporation of Documents into Contract**

250

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

254

### 255 **No Costs or Charges**

256

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

260

### 261 **Federal Funding Requirements**

262

263 Contracts resulting from this RFP may be funded through grants and cooperative agreements  
264 received from the U. S. Department of Justice, Office of Justice Programs, Bureau of Justice  
265 Assistance. As such, the Vendor will be required to comply with all applicable Federal  
266 regulations.

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## **Price Stability**

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

## **Non-Endorsement and Publicity**

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

## **Withdrawal of Proposal**

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

## **Optional Vendor Debriefing**

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

## **Requirements**

### **Requirement 1 - Vendor Profile**

Prospective Vendor's proposal must indicate:

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

322 for the staff member with accountability and the ability to obligate the Vendor for the  
323 development project envisioned by this RFP  
324

## 325 **Requirement 2 - Acknowledgment of Terms and Conditions**

326  
327 Prospective Vendor's proposal must acknowledge and accept each and every one of the  
328 following terms and conditions, and acknowledge Vendor's commitment to enter into a contract  
329 with SEARCH that specifies these terms and conditions. A proposal that does not acknowledge  
330 and accept each and every one of these terms and conditions will be deemed non-compliant with  
331 this mandatory requirement, and will be disqualified from further consideration.  
332

- 333 1. Contractor must be available for communication and consultation between the hours of  
334 9:00AM to 3:00PM Pacific Time.  
335
- 336 2. Contractor agrees to permit SEARCH to inspect any and all source code artifacts,  
337 documentation, scripts, tests, and the like, at any point during the project. At a minimum,  
338 Contractor will provide SEARCH with a zip archive file containing all artifacts upon  
339 SEARCH's request at any time.  
340
- 341 3. Contractor acknowledges and accepts that deliverables and artifacts, including but not  
342 limited to source code, documentation, scripts, tests, and the like, are developed as  
343 "works for hire" and are the property of SEARCH from the moment they are created.  
344
- 345 4. At the termination of any task order resulting from this RFP, Contractor will transfer  
346 possession of all deliverables and artifacts developed under such contract to SEARCH,  
347 and will destroy all copies in the Contractor's possession.  
348
- 349 5. The Vendor must designate at least one person in each category proposed who can be  
350 available to begin work immediately.  
351
- 352 6. The Vendor must be able to respond to requests for additional staff within 30 days.  
353
- 354 7. The Vendor must submit at least two candidates for any position proposed.  
355

## 356 **Requirement 3 - Contractor Qualifications**

357  
358 Vendor's proposal must include résumé(s) of the Vendor's proposed development personnel.  
359 Vendor must clearly specify the skillset(s) for which the individual is qualified. An individual may  
360 be proposed for more than one skillset. The qualifications of each individual proposed must be  
361 matched with each of the required skillsets. The number of projects and number of years of  
362 experience for each requirement must be clearly delineated, including specific technologies used,  
363 and tools and methodologies employed to complete the described work.  
364

365 Prospective Vendor's proposal must describe the experience and qualifications of the proposed  
366 contractors as they relate to the project management approach and software development  
367 methodologies used. The proposal must highlight those aspects of the proposed developer's  
368 résumé(s) most relevant to this project management approach and software development  
369 methodology. The proposal should go beyond merely stating that a particular tool, technology, or  
370 methodology was used; Vendor must demonstrate how the tool, technology, or methodology was  
371 actually used/employed on significant past projects.  
372

## 373 Proposal Scoring Criteria

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

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

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

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

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

380 Developer résumés should describe at least one (1) project delivered successfully by the  
381 individual in the past, using required skillsets and the development approach/methodology. For  
382 each project, the résumés should list the type of work performed and the skill used to complete  
383 the work. The project should provide the name and contact information of a contact person who  
384 can verify the Developer's successful delivery of the project. The résumé(s) should clearly  
385 indicate the total experience with each skillset to substantiate their role at either the Junior or  
386 Senior level.

387 Résumés will be evaluated against the position requirements. All candidates proposed must  
388 meet the General Requirements. Those not meeting the General Requirements will be  
389 disqualified. For each General Requirement, the candidate will be scored by assigning 1 to 5  
390 points for each skill depending on the candidate's experience.

391 For each skillset, résumés will be scored against the skillsets identified for each position. All  
392 candidates must meet the skills denoted with an asterisk (\*). Those not meeting these skills will  
393 be disqualified. All qualified candidates will be scored by assigning 1 to 5 points for each skill  
394 depending on the candidate's experience.

### 395 **Criterion 4: References (0 points).**

396 Prospective Vendor's proposal must provide the name, organization, mailing address, email  
397 address, and telephone contact information for two (2) references for whom the Vendor has  
398 successfully completed a similar project. ("Similar project" means a project that used similar  
399 technologies, addressed a similar business problem, supported a similar domain [justice, public  
400 safety], or any/all of these.) One of these references may be the same individual and/or  
401 organization provided in accordance with Scored Requirement 2 above.

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

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

405 The **highest** hourly rate\* will be awarded zero Cost Factor points.

406 The **lowest** hourly rate will be awarded the maximum allowable points where the maximum  
407 allowable points will be calculated based on the difference between the lowest and highest rate.

408 Rates between the highest and lowest hourly rates will be assigned Cost Factor points  
409 proportionally.

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

428

## 429 **Evaluation Process**

430

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

433

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

436

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

439

## 440 **Administrative Screening and Requirements**

441

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

447

## 448 **Evaluation of Proposed Candidates**

449

450 A team of evaluators will be convened by SEARCH to review the proposals submitted against the  
451 scored requirements. SEARCH management will then make a final selection based upon the  
452 "best value" to SEARCH—the combination of qualifications and cost. SEARCH will consider the  
453 total scores within 2.5 points of the highest score to be equivalent. SEARCH reserves the right to  
454 make awards with multiple Vendors for any of the skillsets required, but prefers to make only one  
455 award for both skillsets.