

SANTA ANA POLICE DEPARTMENT

Request For Proposal – RFP 10-041
Orange County Intelligence Assessment Center Web Site Project



City of Santa Ana
Purchasing Division M-16
20 Civic Center Plaza
PO Box 1988
Santa Ana, California 92702
Attn: Katie Montgomery

RFP # 10-041
Date Due: On or before 5:00p.m. (PST), Thursday, October 14th, 2010

SANTA ANA POLICE DEPARTMENT

Orange County Intelligence Assessment Center Web Site Project

REQUEST FOR PROPOSALS

The Santa Ana Police Department is seeking qualified vendors to develop and deliver a complete and useable web site / portal for the Orange County Intelligence Assessment Center (OCIAAC). The web site / portal will provide a web presence for the OCIAAC allowing both the public and homeland security first responders a place to obtain information regarding homeland security.

All inquiries concerning this Request for Proposal should be directed via e-mail to:

Brian Sheldon
Santa Ana Police Department
Homeland Security Division
BSheldon@santa-ana.org

Envelopes containing proposals are to be marked
"Request for Proposal RFP 10-041 OCIAAC Web Site Project"

One (1) original and five (5) copies of each proposal shall be mailed or delivered to:

Delivery Address:

City of Santa Ana
Attn: Katie Montgomery
Purchasing Department M-16
20 Civic Center Plaza
Santa Ana, CA 92701
714-647-5466

Mailing Address:

City of Santa Ana
Attn: Katie Montgomery
Purchasing Department M-16
20 Civic Center Plaza
P.O. Box 1988
Santa Ana, CA 92702
714-647-5466

Facsimile transmission (FAX) copies are **not acceptable**.

Key RFP Dates:

Issue: September 29, 2010
Proposal Due: On or before 5:00p.m. (PDST), Thursday, October 14, 2010

SECTION I

1.0 **INTRODUCTION**

The purpose of this Request for Proposal (RFP) is to identify a suitable vendor to develop and deliver a complete and useable web site / portal for the Orange County Intelligence Assessment Center (OCIAC). This vendor will be responsible for working with stakeholders from the OCIAC and the Anaheim/Santa Ana Grant Office to ensure the web site / portal provides the desired information, functionality, and services determined necessary by the stakeholders.

1.1 **Background Information**

The development of the web site / portal will be paid in part or in full with funding from the United States Department of Homeland Security's (DHS) Urban Area Security Initiative (UASI) grant. Funding from this grant is applied to homeland security related training, exercises, equipment, and projects in the Anaheim / Santa Ana Urban Area (ASAUA). The Santa Ana and Anaheim Police Departments alternate fiscal responsibility for the grant.

The ASAUA has provided support to the OCIAC since its establishment in late 2007. The OCIAC was formally established to serve as the Urban Area's fusion center and is one of the 72 state, regional, and local centers officially recognized by DHS and is also one of the six fusion centers which comprise the California State Terrorism Threat Assessment System (STTAS).

The goal of this project is to enhance the OCAIC's capability to share homeland security information with the Urban Area's Terrorism Liaison Officers (TLO), first responders, and members of the public through the establishment of a web site / portal. The web site / portal will increase the efficiency with which information can be shared with local, regional, state, and federal homeland security partners. The web site / portal will also provide a location where the Urban Area's homeland security grant administrators and first responders can coordinate their grant related activities.

1.2 **Definitions**

The following words used in this RFP shall be understood to refer respectively to:

<u>Word in RFP</u>	<u>Definition</u>
ASAUA	Anaheim / Santa Ana Urban Area
"City"	The city of Santa Ana, California and/or Anaheim, CA
DHS	Department of Homeland Security
OCIAC	Orange County Intelligence Assessment Center
"Proposer"	The person, firm or corporation who is responding to this Request for Proposal and with whom the agreement is made by said City and the agent, or legal representative, who may be

appointed to represent such person, firm or corporation in the signing and performance of said agreement.

RFP	Request for Proposal
RTTAC	Regional Terrorism Threat Assessment Center
STTAS	State Terrorism Threat Assessment System
TLO	Terrorism Liaison Officer
UASI	Urban Area Security Initiative

SECTION II

2.0 RULES OF PREPARATION

2.1 Rules Governing Competition:

This is an RFP conducted in accordance with the regulations of the City of Santa Ana. All instructions shall be fully complied with or the proposal may be rejected as non-responsive. This RFP is not a formal bidding process governed by State statute.

2.2 Acceptance of Proposals:

The City reserves the right to reject any proposals and to waive any informality, technical defect or clerical error in any proposal, as the City may deem prudent.

2.3 Oral Communications:

Any oral communications by any City employee concerning the RFP are not binding on the City and shall in no way modify the RFP or any obligation to the City or the Proposer.

2.4 RFP as Basis for Proposal:

This RFP represents the most definitive statement the City shall make concerning the information upon which the proposals are based. Any additional information, whether written or oral, which is not contained in this RFP, or in Addenda to the RFP, should not be considered by any Proposers in preparing their proposals.

Any person contemplating the submission of a proposal shall have thoroughly examined all of the RFP documents. If there is any doubt as to the meaning or intent of these documents, the Proposer shall request clarification as to the interpretation of the language or issue in question to: Brian Sheldon via e-mail at Bsheldon@santa-ana.org, at least one (1) week prior to the deadline for receipt of proposals. Requests for clarification shall be received no later than Thursday, October 7, 2010, 5:00 PM PST. The City may modify this RFP prior to the date fixed for

submission of proposals by issuance of Addenda to all Proposers who have been furnished with the RFP. Any interpretation or change in the RFP shall be made in writing in the form of Addenda to the RFP and will be furnished to all Proposers receiving the RFP.

In addition to the above, the City of Santa Ana may issue Addenda to clarify, add or deduct items in the Proposal. In such an event, additional time to respond to the RFP may be provided, as the City deems appropriate. Proposers shall submit with their proposals, or indicate receipt of all Addenda. The City shall not be responsible for any other explanation or interpretations of the Proposal.

2.5 Proposer's Understanding:

Each Proposer shall inform himself/herself of the conditions relating to the execution of the work, and it is assumed that he/she will make himself/herself thoroughly familiar with the RFP. Failure to do so shall not relieve the successful Proposer of his/her obligation to enter into an agreement and complete all work in accordance with the proposal documents.

2.6 Proposal Costs:

The cost of developing and delivering the proposal is the sole responsibility of the Proposer and is not chargeable to the City.

2.7 Proposal Submission:

The delivery of the proposal package is the sole responsibility of the Proposer. The Proposal may be delivered in person or mailed. All Proposals (either delivered or mailed) must be received by the due date of October 14, 2010 at 5:00 PM PST. Any Proposals received after October 14, 2010 will not be accepted and will be returned to the Proposer. If mailed, the Proposal shall be mailed to: The City of Santa Ana, Purchasing Department, Attn: Katie Montgomery, 20 Civic Center Plaza, PO Box 1988, Santa Ana, CA 92702. If delivered, it shall be delivered to: The City of Santa Ana, Purchasing Department / M-16, Attn: Katie Montgomery, 20 Civic Center Plaza, Santa Ana, CA 92701. It shall be delivered in person, by U.S. mail, or commercial messenger service during normal business hours (Monday through Friday from 8:00 a.m. until 5:00 p.m. at which time the building is closed or not accepted on a Friday of the month when City Hall is closed)

2.8 Withdrawal and Modification of Proposals:

A proposal may be withdrawn at any time prior to the submission deadline by an authorized representative of the Proposer by formal written notification of withdrawal. Another proposal may then be submitted prior to the submission deadline. Proposals submitted shall become the property of the City after the submission deadline.

2.9 Contractual Obligations:

Awarded Proposer shall enter into a contract with the City. The City shall require certain contractual obligations, which may include, but are not limited to the following:

2.9.1 Inclusion of Proposal: The proposal submitted in response to this RFP shall be a required part of the final agreement with the selected Proposer.

2.9.2 Insurance: Prior to undertaking performance of work under an Agreement, Proposer shall maintain and require its subcontractors, if any, to obtain and maintain insurance as described below:

2.9.2.1 Business Automobile Liability Insurance, or equivalent form, with a combined singled limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired, and non-owned automobiles.

2.9.2.2 Commercial General Liability Insurance: Proposer shall maintain commercial general liability insurance naming the City, its officers, agents, volunteers, and employees as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting there from and damage to property, resulting from any act or occurrence arising out of Proposer's operations in the performance of an Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting there from, and property damage, in the total amount of \$1,000,000 per occurrence. Proposer shall supply the City with a fully executed additional insured endorsement in substantially the form attached hereto as Exhibit B upon execution of an Agreement and shall be approved in form by the City Attorney.

2.9.2.3 Worker's Compensation Insurance: In accordance with the provisions of Section 3300 of the Labor Code. The Proposer, if Proposer has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under an Agreement, Proposer agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.

2.9.2.4 If Proposer is, or employs a licensed professional such as an architect or engineer: Professional Liability (errors and omissions) Insurance, with a combined single limit of not less than \$1,000,000 per claim.

2.9.2.5 The following requirements apply to the insurance to be provided by Proposer pursuant to this section:

2.9.2.5.1 Proposer shall maintain all insurance required above in full force and effect for the entire period covered by an Agreement.

2.9.2.5.2 Certificates of insurance shall be furnished to the City upon execution of an Agreement and shall be approved in form by the City Attorney.

2.9.2.5.3 Certificates and policies shall state that the policies shall not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the City.

2.9.2.6 If Proposer fails or refuses to produce or maintain the insurance required or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to forthwith terminate an Agreement. Such termination shall not affect Proposer's right to be paid for its time and materials expended prior to notification of termination. Proposer waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

2.10 Award:

The final award of an Agreement is subject to approval by the Santa Ana City Council.

2.11 Agreement:

A resulting agreement shall include any written material made as part of your proposal. This material may include but is not limited to; answers to questions contained in this RFP, letters, telegrams, facsimile and product literature.

2.12 Statutes and Rules:

The terms and conditions of the RFP, the resulting services, and furnishing of commodities based on the RFP shall conform to the statutes, rules and regulations of the Federal Government, State of California, City of Santa Ana, and the Santa Ana Police Department.

2.13 Proposer Response:

The Proposer shall submit one (1) original and five (5) copies of their proposal delivered on white paper that is 8 ½ inches wide by 11 inches tall. Within the proposal, the Proposer shall include the following:

2.13.1 Section III of this Request for Proposals completed with the appropriate responses typed in the spaces indicated or listed on separate paper according to the directions in each section.

2.13.2 Certificate of Nondiscrimination (Attached as Exhibit A)

2.13.3 Within ten (10) days of notice of award, a Certificate of Liability Insurance (Attached as Exhibit B)

2.13.4 The signed letter of Certifications Regarding Lobbying, Debarment, Suspension, and other Responsibility Matters; and Drug-Free Workplace Requirements. (Attached as Exhibit C)

SECTION III

3.0 **PROPOSER QUESTIONNAIRE**

Proposer Services Overview - Answers to items 3.1 - 3.4 may be typed on this form or answered separately on separate paper. Answers listed separately must be in a format that reflects the format of this form and lists corresponding question numbers.

3.1 Name of Proposer’s Business:

Local Address Serving the City of Santa Ana:

Headquarters Address

3.2 Summary Description of Organization:

3.3 What was the Proposer’s annual gross revenue during the previous two fiscal years?

Fiscal Year:

Revenue:

Fiscal Year:

Revenue:

3.4 Proposer Representative(s) – Please note the authorized negotiator by typing the word “Negotiator” next to their name:

Name

Title

Telephone

E-mail

3.5 Homeland Security / Law Enforcement Related Project Experience:

The following questions address the Proposer's experience regarding the development, coordination, and implementation of homeland security or law enforcement related projects. **Answers should be typed on a separate sheet of paper and include corresponding question numbers.**

- 3.5.1 Describe the relevant project(s) and experience of staff members who will be assigned to this project. Additionally, provide examples of disciplines, jurisdictions and/or agencies that participated in the project.
- 3.5.2 Describe the experience of the Proposed Project Manager and staff working with law enforcement and/or the intelligence community from the federal, state and local perspective.
- 3.5.3 Describe the ability of the Proposer to supply staff to meet the needs of the project.
- 3.5.4 Describe the training and educational background of the Proposer's relevant staff members in terms of dealing with sensitive homeland security and/or law enforcement related information.

3.6 Demonstrated Abilities:

Provide printed samples of web sites and/or web pages developed by the Proposer which contain the components, features, and services desired as part of this project. The desired components, features, and services are outlined in the Technical Specifications Section (Section IV) of this document. The samples provided should demonstrate the Proposer has the ability and experience to develop and deliver the requested web site / portal.

3.7 References:

Instructions: Complete the reference list as indicated for four (4) agencies for which the Proposer or Proposer's Project Manager has provided services in the past 3 years. Responses may be typed on this form or answered separately on separate paper. Answers listed separately must be in a format that reflects the format of this form.

Reference #1

Name of Contracting Agency: _____

Contact Name: _____

Contact Phone Number: _____

Address: _____

Type(s) of project or services: _____

Reference #2

Name of Contracting Agency: _____

Contact Name: _____

Contact Phone Number: _____

Address: _____

Type(s) of project or services: _____

Reference #3

Name of Contracting Agency: _____

Contact Name: _____

Contact Phone Number: _____

Address: _____

Type(s) of project or services: _____

Reference #4

Name of Contracting Agency: _____

Contact Name: _____

Contact Phone Number: _____

Address: _____

Type(s) of project or services: _____

SECTION IV

TECHNICAL SPECIFICATIONS

4.0 **REQUIREMENTS**

4.1 **Web Site / Portal Project Goals:**

The vendor will deliver a complete and usable web site / portal as described in this section, which can then be hosted and maintained by the Orange County Intelligence Assessment Center (OCIAC) and grant management staff. The web site / portal will have access tiers for the public, the different groups working within OCIAC, and those responsible for managing the homeland security grants.

4.2 **Reporting / Notification Needs:**

The site should harvest and log user activity data based on log-in. The site should also harvest and log IP addresses from members of the public who download items or submit forms on the site. The specific user activity data fields to be logged will be provided by OCIAC staff. There should be a function which allows this data to be viewed in report form.

The web site / portal should have the ability to allow administrative users to produce reports based on the data that has been entered into the various online forms and sections of the site. These reports would include, but are not limited to summary reports on the number or suspicious activity reports submitted during the requested period of time, reports on the number of TLOs broken down by discipline and jurisdiction, reports on the classes attended by each TLO, summary reports on grant projects which include progress status, the amount of funds allocated, encumbered, or expended.

4.3 **Content Population:**

OCIAC personnel and grant administrators will provide the selected vendor with specific content information to include: initial content, a draft site map in outline form, logos, sample forms, list of group permissions (data classification), and first and second level navigational menu items for the public, OCIAC, and grant portions of the web site / portal. The visual design, navigational and content structure will be developed by the vendor in conjunction with stakeholders from the represented groups.

4.4 **Graphic Design and Implementation:**

The web site / portal should have a simple, professional looking master design for the OCIAC and grants management sections with a nested master/template for the OCIAC and grants management sections that allow for a different logos and banners, and a third level nested master for sub-groups within the OCIAC and the grants management office. These will appear to be unique websites through the use of sub-domains.

See the following examples for websites with similar desired look and features for the design:

<http://www.tlo.org> (e.g. Report a Lead)

<http://www.sacrttac.org> (e.g. Members Login)

- 4.4.1 The website should be fast loading, with a high percentage of text to formatting, structural code or graphics. Text styled with CSS, not graphics, should be used for navigation.
- 4.4.2 Minimal or no horizontal scrolling on monitors at resolutions of 1024 pixels wide.
- 4.4.3 Design will include on each page a navigational aid with links back to each previous page (breadcrumb trail).
- 4.4.4 The OCIAC will be allowed two rounds of revisions to be completed within the production schedule. The initial design may be provided in a mockup format. A fully working prototype to be tested for usability will be required before full approval of the design.

Usability testing will include the following platforms:

- 4.4.4.1 Firefox 1.0+/Mozilla 1.5+ (Mac & Windows)
- 4.4.4.2 Internet Explorer 6+ (Windows)
- 4.4.4.3 Safari 1.0+ (Mac)

4.5 Content Management System (CMS):

- 4.5.1 The vendor will provide a web CMS for the web site / portal. There should be flexibility within the portion of the site assigned to a specific user group for designated staff to add, remove, and update content using tools and templates that do not require extensive knowledge of web development languages or technical structure. All pages on the site and page attachments should be fully indexed to allow for efficient searches. Types of attachments to be indexed include Adobe PDF and Microsoft Office documents. Selected staff from OCIAC and the grants management office will need to be able to edit the components of the site using typical word processing skills in a WYSIWYG environment.
- 4.5.2 Once the design is finalized, the vendor will create the needed HTML/CSS and other coded pages and/or databases for the construction of a website template, so that the template can be thoroughly tested.

4.6 Public Pages:

- 4.6.1 The web site / portal will have a public-facing homepage with brief information about the OCIAC and homeland security grant programs, as referenced in Section 1.1, above.
- 4.6.2 The web site / portal will have pages reporting public information on grant awards and projects with this information being provided by the staff of the grants management office.
- 4.6.3 The public facing page(s) related to the OCIAC will also include:
 - 4.6.3.1 A page for members of the public to report a tip or lead. This portion will have a custom web part or module with a form to gather the required tip or lead information storing the data in a database. Part of the submittal process will include;
 - 4.6.3.1.1 Entry of characters from a security image (e.g. CAPTCHA)
 - 4.6.3.1.2 Collection of the IP address of the submitter
 - 4.6.3.1.3 Insertion of the form data and IP into a database

4.6.3.1.4 E-mailing the data to an OCIAC administrator

- 4.6.3.2 The web site / portal will list links to other public web sites that have additional related information. OCIAC and grant administrators should be able to edit these links as well as add additional links at any time using a WYSIWYG interface.

4.7 **Secure or Limited Access Pages**

- 4.7.1 The CMS will allow tiered access to selected portions of the site based on a list of user groups and their privileges. The user passwords will expire every 6 months, and the module will notify a user when their password has expired and collect and store a new password. Should the user forget their password the site will provide a method for the retrieval of their password.
- 4.7.2 The homepage will have a login form or link to a login page for OCIAC users and grant management users that allow access to the secure portions of the web site / portal. The login component will include a non-disclosure agreement screen requiring an affirmative response before granting access.
- 4.7.3 The user should only be able to view navigational elements which they have permission to access.
- 4.7.4 The web site / portal will have a separate page for each sub-component group. For the OCIAC secured area:
- 4.7.4.1 Terrorism Liaison Officer (TLO)
 - 4.7.4.2 Critical Infrastructure Protection (CIP)
 - 4.7.4.3 Private Sector Terrorism Response Group (PSTRG)
 - 4.7.4.4 There should be a fourth page for the OCIAC secure area that is common to all OCIAC sub-groups
- For the grant management secured area;
- 4.7.4.5 Anaheim Police Department Grant Management Unit
 - 4.7.4.6 Santa Ana Police Department Grant Management Unit
 - 4.7.4.7 Orange County Sheriff Department (OCSD) Grant Management Unit
 - 4.7.4.8 There should be a fourth page for the grant management secured area that is common to all of the grant offices.
- 4.7.5 The web site / portal will have a web-based administrative interface to be used by OCIAC and grant administrators, that is secured with username and password access, to view the list of users and administrators, view/edit fields associated with any given user record, including name, username and password, and whether "active" or "inactive", and to add or delete a user/administrator.
- 4.7.6 The web site / portal will have a meeting/event calendar module. The calendar will allow each group and sub-group to add content to the calendar. Calendar items will only be viewed by users in groups with access to those items. The calendar should allow for items to be links which will navigate users to other sections or documents contained in the web

site / portal. An example of this would be links displayed on a calendar which take the user to a list of classes available on that date or to a web form which allows the user to register for the class indicated on the calendar.

- 4.7.7 The web site / portal will have an archive of documents for the TLO's, CIP and Intelligence users, including sample infrastructure assessments and a blank assessment worksheet. The archive should be fully indexed to allow for effective searches. Users should have the ability to search by document title, type, author, and key words found in the document narrative. The library should accept a wide variety of document file types such as Microsoft Office applications (Word, Excel, PowerPoint, Publisher, etc.), Adobe PDF, HTML, etc. Only OCIAC web administrators will have the ability to upload to this library.

- 4.7.8 The web site / portal will have a library of all grant processing forms and documents. Only grant web administrators will have the ability to upload to this library. Sub-recipients will be able to access the library and select the form they need.

The web site / portal will have internal, online forms that sub-recipients can complete and submit. The data from these forms, once submitted, will be stored in a linked database. Users will also be able to generate a "printer friendly" version of the completed form that they can either print to a hardcopy or generate an Adobe PDF file to save for their records. The vendor will be responsible for creating at least 20 such forms, their purpose and content to be determined during the design process.

- 4.7.9 The vendor will provide a grant application module that uses a multi-step process. This process will include: an application submission component, an approval component, a project management component and a reimbursement component.

- 4.7.9.1 The application submission component will collect the information elements determined necessary by the grant administrators via an online form and store the information in a database. Once submitted, the appropriate grant administrator will be notified of the submission by e-mail. The form will allow for required fields as well as validate the data in specifically designated fields. An error message will indicate or highlight the missing or incorrect fields. The online form will then produce a "printer friendly" form which will include the information entered in the online form as well as signature and date blocks to be filled out by and on the hardcopy by the applicant.

The application form should have the ability to be on a secure socket layer, depending on the privacy of the information exchanged. This will be determined by the grant staff.

- 4.7.9.1.1 Grant administrators from Anaheim, Santa Ana, and the Orange County Sheriff's Department will manage the grant process for the sub-recipients and are designated by grant year; odd years - Santa Ana, even years - Anaheim, and all SHSGP funded projects - Orange County Sheriff Department. The application process should allow for the submission of the documents to the appropriate grant administrator.

- 4.7.9.2 The application approval component will allow the grant administrators to track the approval process of the applications noting key review points and approval

- dates. The approval component will allow grant administrators to notify the applicant via email of the applications approval or rejection. Once approved, the application information, namely milestones and budget figures, will be automatically uploaded into the project management component.
- 4.7.9.3 The project management component will permit the grant administrators to track the progress of the projects. The module should list the milestones for the approved project and have a charting feature that indicates the percentage of completion. The project management component should allow sub-recipient project managers to submit reports regarding their progress with these reports having a narrative based comment area.
 - 4.7.9.4 The reimbursement component will allow sub-recipients to submit online forms requesting reimbursement for project expenditures.
 - 4.7.9.4.1 Grant administrators will provide the form designs and workflow for the reimbursement process.
 - 4.7.9.4.2 As reimbursements are submitted, the account balance will reflect the expenditures and calculate and display the adjusted remaining balance. The module should display a chart reflecting account information such as the amount expended and balance available.
 - 4.7.9.4.3 Sub-recipients should have the ability to upload attachments for reimbursement justification into a designated document location.
 - 4.7.9.4.4 Upon form submittal, notification containing links to uploaded documents will be e-mailed to the appropriate grant administrator.
 - 4.7.9.5 The web site / portal will permit grant administrators the ability to notify sub-recipients of missing or incomplete forms used in the application, project management, or reimbursement submission process.
 - 4.7.9.6 Each participating sub-recipient will have a document location accessible only to that sub-recipient and the UASI grants administrators. The document location will be used by the sub-recipients to store uploaded attachments, scanned documents, maps, receipts, etc. The grants administrators can access the location to process the grants and receive required applications and documents, progress reports, and reimbursement claims.
 - 4.7.9.7 The web site / portal will have a location where Notices and Informational Bulletins can stored for retrieval by grant administrators and sub-recipients. Access to this location will be controlled by user privileges.
 - 4.7.9.8 Upon form submittal, notification containing links to uploaded documents will be e-mailed to the appropriate grants administrator.
 - 4.7.10 The vendor will provide a custom module for online registration and reimbursement for training.
 - 4.7.10.1 The module will permit on-line registration for a training classes filling in user information from the user database. Users will view the calendar for available training classes, select the class they wish to take, and fill out an online

- application for submission. The application should e-mail a confirmation to the user. The application should also have a reporting page accessible to the appropriate grant training administrator which lists the users and their information by class.
- 4.7.10.2 The module should have the capability to allow grant sub-recipient to apply for classes that are not listed on the training calendar.
 - 4.7.10.3 The module should have the capability for a grant sub-recipient to submit a training reimbursement claim and have the claim amount subtracted from the total allocated funds once the submission has been approved. The sub-recipient should have the ability to see the remaining balance of their funding amounts.
 - 4.7.10.4 The module should permit the grant and training administrators to produce reports regarding the number of trained personnel broken down by discipline and jurisdiction, number of classes presented, and number, discipline, and jurisdiction of personnel attending each class.
- 4.7.11 The vendor will provide a custom inventory module to:
- 4.7.11.1 List an inventory of regional UASI shared equipment that indicates the equipment's location and status.
 - 4.7.11.2 List requirements related to using the equipment, associated costs, and personnel requirements.
 - 4.7.11.3 Allow users to request the use of UASI purchased/owned equipment via an online form and have the form data e-mailed to the appropriate equipment owner/manager as well as the appropriate grant management agency.
- 4.7.12 Search function: each page should have a simple search form in a prominent location. The search engine will automatically find and index new documents.
- 4.7.12.1 Search results should only show those pages which the user has access to or only pages within his/her group's portion of the site.
- 4.7.13 The web site will have a stand alone address book for use by OCIAC and grant management staff to maintain contact information.
- 4.7.14 The OCIAC and the grants home page will each have a module presenting the current additions to the site, automatically chosen based on date of publication.
- 4.7.14.1 The current additions section will show the 10 most current additions that the given user is able to access.
- 4.7.15 The web site / portal will contain links to other websites which contain additional information and these links will be editable by OCIAC and grants management staff. Administrators from OCIAC and grants management office should have the ability to remove links or add additional links at anytime using a WYSIWYG.
- 4.7.16 The web site / portal will provide a module that allows users to subscribe to a list server in order to receive notifications about grant deadlines, training courses, etc.

SECTION V

EVALUATION AND AWARD

5.0 EVALUATION PROCEDURES:

An evaluation team composed of representatives of the City, OCIAC, and the ASAUASI shall evaluate proposals on the quantitative and qualitative criteria listed below. The lowest price shall not necessarily be selected. The criteria will be scored on a scale from 0 to 10 (0=Proposer does not meet criteria to 10=Proposer Meets/Exceeds Criteria). These scores will be weighted at the corresponding percentages listed after each criterion. The sum of the scores of each criterion will become the Proposer's final score. Those Proposers with the highest scores may be invited for an interview and/or presentation to further evaluate their abilities to develop and deliver a fully functional web site / portal. The required format for the interview and/or presentation will be delivered via e-mail to each Proposer who is invited to the interview and/or presentation.

5.1 Scoring Criteria

- 5.1.1 Demonstration of the development and delivery of a web site / portal to an agency in the Anaheim / Santa Ana Urban Area (10%)
- 5.1.2 Ability for Proposer to deliver services through a local office (100 mile radius of the City of Santa Ana) (10%)
- 5.1.3 References reflecting prior experience with a variety of homeland security clients and/or law enforcement agencies (20%)
- 5.1.4 Proposer demonstrates financial stability and resources to provide adequate staff support of project (5%)
- 5.1.5 Demonstration of a high level of experience by the Proposer, or Proposer's Project Manager, and support staff in the development and implementation of web site / portal related to homeland security and/or law enforcement (10%)
- 5.1.6 Proposer has the ability to deliver a web site / portal that meets the requirements of OCAIC and ASAUASI grant administration office (20%)
- 5.1.7 Cost of proposed web site / portal is consistent with industry standards (10%)
- 5.1.8 Depth of understanding of the homeland security / law enforcement information security requirements by the Proposer, and the Proposer's Project Manager and support staff (10%)
- 5.1.9 The Proposer's response follows the format outlined in this RFP and it is thorough in its response (5%)

5.2 Proposal Opening and Validation:

Proposals shall be opened and examined for the presence of the required information outlined in this RFP. Absence of required information may render the proposal non-responsive and be cause for rejection.

5.3 Proposal Binding:

Proposal shall be binding on the Proposer for one hundred-eighty (180) days after the submission deadline and shall contain a statement to that effect.

5.4 Notice of Award:

The successful Proposer shall enter into a formal agreement with the City pending City Council approval.

5.5 Term of Agreement:

The Agreement shall be for a 12 month period with options for additional amendments. Santa Ana City Council approval is required prior to each amendment.

5.6 Compliance with Equal Employment Opportunity and Nondiscrimination Regulations:

The City complies with equal employment opportunity and nondiscrimination regulations. Qualified firms owned by women, minorities and disabled persons are encouraged to apply. Any Proposer performing under this Agreement shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, religion, sex or national origin, nor otherwise commit an unfair employment practice. Proposal shall include a Certification of Nondiscrimination (attached as Exhibit A).

5.7 Errors and Omissions:

Proposer shall not be allowed to take advantage of any errors or omissions in the RFP. Full instructions will be given if such error or omission is discovered and called to the attention of the City in a timely manner.

5.8 Firm Commitment of Availability of Service:

Once a proposal is opened, a Proposer is otherwise expected to maintain an availability of service as set forth in their proposal for the stated prices for the full contract term after date of opening proposals.

5.9 Invoices:

The Proposer will submit invoices according to milestones that are mutually agreed upon by the City and the Proposer, and will be established at the time an agreement is entered into between the City and the Proposer. The Agreement number shall appear on the invoice.

Invoices should be mailed to:

Sgt. Brian Sheldon
Santa Ana Police Department
Homeland Security Division / M-18
60 Civic Center Plaza
P.O. Box 1981
Santa Ana, CA 92703

5.10 Termination:

Should the City enter into an Agreement with a Proposer, each shall retain the right to terminate said agreement with ninety (90) days written notice.

EXHIBIT A

CERTIFICATION OF NONDISCRIMINATION BY CONTRACTORS

As suppliers of goods or services to the City of Santa Ana, the Firm listed below certifies that it will not discriminate in its employment practices against any employee or applicant for employment because of such person's race, color, religion, sex or national origin, ancestry, sex, sexual orientations, age, physical handicap, mental disability, marital status, domestic partner status or medical condition; that it is in compliance with all federal, state and local directives and executive orders regarding nondiscrimination in employment; and that it agrees to demonstrate positively and aggressively the principle of equal opportunity in employment.

WE AGREE SPECIFICALLY:

1. To take affirmative steps to hire minority employees within the company.
2. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
3. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those servicing minority communities, and to the minority communities at large.

FIRM _____

TITLE OF PERSON SIGNING _____

SIGNATURE _____ **DATE** _____

Please include any additional information available regarding equal opportunity employment programs now in effect within your company.

EXHIBIT B
ADDITIONAL INSURED ENDORSEMENT
FOR COMMERCIAL GENERAL LIABILITY POLICY

Insurance Company _____

This endorsement modifies such insurance as is afforded by the provisions of
 Policy # _____ relating to the following:

1. The City of Santa Ana, 20 Civic Center Plaza, Santa Ana, California 92701; its officers, employees, agents, volunteers and representatives are named as additional insureds (“additional insureds”) with regard to liability and defense of suits arising from the operations and uses performed by or on behalf of the named insured.

2. With respect to claims arising out of the operations and uses performed by or on behalf of the named insured, such insurance as is afforded by this policy is primary and is not additional to or contributing with any other insurance carried by or for the benefit of additional insureds.

3. This insurance applies separately to each insured against whom claim is made or suit is brought except with respect to the company’s limits of liability. The inclusion of any person or organization as an insured shall not affect any right which such person or organization would have as a claimant if not so included.

4. With respect to the additional insureds, this insurance shall not be cancelled, or materially reduced in coverage or limits except after thirty (30) days written notice has been given to the City of Santa Ana, 20 Civic Center Plaza, Santa Ana, California 92701.

(Completion of the following, including countersignature, is required to make this endorsement effective.)

Effective _____, this endorsement form as a part of
 Policy # _____
 Issued to _____
 Named Insured _____

Countersigned by _____
 Authorized Representative

EXHIBIT C



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date