ATTACHMENT A.2

DELIVERABLE ACCEPTANCE PROCESS

1. **Notifying County of an Expected Delivery** - At least one week prior to the time that a Deliverable is to be delivered to County, in accordance with the PCD project schedule, Contractor must notify County via email of the planned delivery, indicating the name of the Deliverable, the Deliverable number as listed in the Statement of Work (which is also identified for invoicing), the item number as listed in the work breakdown structure in the PCD, the version number, and the expected date of delivery. Contractor may include or attach a list of recommended criteria for County to use in reviewing the Deliverable, although County reserves the right to use different criteria as it deems appropriate within the agreed-upon scope of this project. Contractor may skip this step for Deliverables that are maintained on an ongoing basis or regularly submitted on a monthly or more frequent basis, such as status reports and schedule updates.

2. **Preparing the Deliverables**
   a. Document Deliverables - Contractor must prepare the document as an electronic MS Word file (unless otherwise stated in the subject Task), with the file name as follows: XXX System Deliverable [name of deliverable] version [version number] Contractor must also deliver five paper copies of any charts or tables that exceed 8 ½ x 14 inches.
   b. Desktop-software Deliverables - such as large data tables, Microsoft Project or Excel files, System mock-ups, etc., where the Deliverable cannot be fully reviewed as a PDF file but can be opened or executed on a Department desktop computer, Contractor must prepare a file using the same file-naming convention as for document Deliverables.
   c. Software or data Deliverables to be installed into the System - Contractor must prepare the file(s) in accordance with a naming convention and change-control procedure to be determined.
   d. Continuous Deliverables - such as ongoing logs, etc., Contractor must prepare a written description of the Deliverable when the initial version of the Deliverable is ready for review.

3. **Transmitting the Deliverable**
   a. Document and Desktop-software Deliverables - Contractor must email the Deliverable to County. The email is required to have the Deliverable's name and version number in the email's subject line, and the body of the email must serve as a cover letter indicating that this is a formal delivery. If a file is too large to send via email attachment, Contractor must place the file on the project's SharePoint site (or similar arrangement) and insert the link to that specific file into the body of the email.
   b. Software or data Deliverables to be installed into the System - Contractor must electronically load and install the files into the test environment through a formal change-control process. Contractor must notify County by email as soon as the software has been delivered, with the Deliverable's name and version number in the email's subject line. When the Deliverable is transmitted, Contractor must also submit a Task/Deliverable Acceptance Certificate in accordance with

Paragraph 3.6 (Approval of Work) of the Contract. The County Project Manager and County Project Director will sign this form when the Deliverable is accepted.

4. **Reviewing the Deliverable** - A Deliverable is considered "out of sequence" when preceding Deliverables (based on the sequence shown in the PCD's project schedule) have not yet been delivered and accepted. County may, at its discretion, postpone its review of an out-of-sequence Deliverable until all preceding Deliverables have been accepted.
   a. Document Deliverables - All delivered documents are considered DRAFT submissions, subject to review and approval by County Project Manager. County must distribute copies of the Deliverable to designated reviewers, who will identify any deficiencies and needs for improvement.
   b. Software or data Deliverables to be installed into the System - County will, with Contractor assistance, exercise or test the System with the delivered software installed, and make detailed notes of any deficiencies, anomalies, and needs for improvement.
   c. Other Deliverables - County may require Contractor to conduct a demonstration or walkthrough of the Deliverable as part of its review.

5. **Preparing the Deliverable Response** - County will consolidate and integrate reviewer notes into a well-organized written Deliverable Response that clearly explains what in particular is deficient, questionable, or needs improvement, and if relevant, references any specific requirements or criteria. The Deliverable Response will indicate either that (a) the Deliverable is accepted, or (b) the Deliverable needs to be revised and go through another review cycle.
   a. Transmitting the Deliverable Response - County will email the Deliverable Response to Contractor, and/or hold a conference to present and discuss the Deliverable Response.
   b. Discussing the Deliverable Response - If desired, Contractor may discuss the Deliverable Response with County, and County may revise the Deliverable Response.
   c. Revising and Resubmitting the Deliverable - If the Deliverable Response indicated that the Deliverable needs to go through another review cycle, Contractor is required to revise the Deliverable based on County's feedback in the Deliverable Response. Contractor must submit the revised Deliverable using sequential version numbers (or release number) to identify each revision submitted, along with the revised Deliverable. County reserves the right to ignore or make retroactive changes to any item where a change has not been clearly and completely called out. Each time a revised version of the Deliverable is submitted, it must again go through all the steps in this Process.
      i. Contractor must submit a **Response Tracking Sheet** which indicates how each item on the Deliverable Response was addressed in revising the Deliverable.
      ii. Contractor must maintain a **Deliverable Change Log** which clearly points out (a) what has changed since the previous version of the Deliverable, and (b) all cumulative changes from the initial version that was submitted.

6. **Accepting the Deliverable** - When the Deliverable Response indicates that the Deliverable is accepted, the County Project Manager and County Project Director will sign the Task/Deliverable Acceptance Certificate and the Process ends. A copy of the signed Task/Deliverable Acceptance Certificate will be provided to the Contractor. For **document deliverables**, the word "final" is added to the file name.

7. **Maintaining the Deliverable**
   a. For one-time Deliverables - after a Deliverable has been accepted, any further changes must be made in accordance with the Change Notice process (refer to Paragraph 10.2 of the Contract). County will own the Deliverable and may incorporate its contents, or portions thereof, into any subsequent work products as County deems fit. Contractor is required to keep a copy of the final Deliverable, and any amendments, in its project records.
   b. For continuous Deliverables - Ongoing Project Management (Task 2): Contractor must maintain, administer, and update the Deliverable(s) in accordance with applicable specifications and purposes. County may from time to time review the status of the Deliverable(s) and will indicate to Contractor any deficiencies that require re-working.

8. **Deliverable List**

Deliverable	Pay Points	Cost
Deliverable 1.		
Deliverable 2		
Deliverable 3.1		
Deliverable 3.2		
Deliverable 4		
Deliverable 5		
Deliverable 6		
Deliverable 7.1		
Deliverable 7.2		
Deliverable 7.3		
Deliverable 8.1		
Deliverable 8.2		
Deliverable 9.1		
Deliverable 9.2		
Deliverable 9.3		
Deliverable 9.4		
Deliverable 9.5		
Deliverable 9.6		
Deliverable 10.1		
Deliverable 10.2		
Deliverable 10.3		
Deliverable 10.4		
Deliverable 11		
Deliverable 12.1		

Deliverable	Pay Points	Cost
Deliverable 13.1		
Deliverable 13.2		
Deliverable 13.3		
Deliverable 13.4		
Deliverable 14		
Deliverable 15		

ATTACHMENT A.3

PROJECT CONTROL DOCUMENT

(TO BE DETERMINED)

ATTACHMENT A.4

COMPUTER AIDED DISPATCH (CAD) AND MOBILE SYSTEM INTERFACES

Attachment A.4
Computer Aided Dispatch (CAD) and Mobile
System Interfaces

1. Overview

This Attachment A.4 provides the required interfaces to be developed by the selected Contractor. The Contractor will be required to develop the following for each interface:

a. Interface Overview Document (IOD): This document will serve as a control document for the development of the interface(s). The IOD will provide a functional description of the interface, identify the direction of the interface, identify the tools to be used, identify data to be transferred, an explanation of how the data will be transferred, and how the data will be mapped with the third-party system identified.

b. Interface Testing Plan (ITP): Each interface must have a corresponding testing plan. The initial ITP will be drafted by Contractor and will subsequently be reviewed by County Project Manager. Contractor shall work with County Project Manager to make modifications to the ITP until approved by the County.

c. Final Interface: Contractor will be responsible for developing and deploying the interface. As the interface is developed, Contractor will coordinate with County Project Manager during development to ensure alignment with the County's vision and the applicable IOD (e.g., storyboards, mock-ups).

County Project Manager will coordinate any meetings required with the third parties identified.

Where possible, Contractor will use industry standards in developing these interfaces such as National Information Exchange Model (NIEM) and abide by all federal and state security requirements [e.g., Criminal Justice Information System (CJIS)].

2. System Interfaces

The following is a list of the interfaces required for the CAD and Mobile application.

2.1 JDIC/NCIC/CLETS/County-wide Databases

2.1.1 System Overview

The Justice Data Interface Controller (JDIC) is a regional law enforcement data communications system networked throughout the County. JDIC serves the Department as well as other police agencies within the County and provides services to the District Attorney, the Probation Department, the municipal and superior courts and numerous other local, state, and federal criminal justice agencies. The primary function of JDIC is to provide County law enforcement agencies instant access to

local, state, and federal data files and communication throughout the County, state, and nation. The County-wide Databases refers to a number of local databases, including Countywide Warrant System (CWS), Automated Justice Information System (AJIS), Juvenile Automated Index (JAI), and Electronic Suspected Child Abuse Reporting System (eSCARS). A single query should hit all applicable databases.

2.1.2 Functional Overview

The County is seeking the following functionality from the CAD and Mobile applications:

- Query capabilities with ability to import and attach returns to calls-for-service (CFS) records.
- Data entry capabilities to databases defined by the Department from both CAD and Mobile (e.g., entering information into the Stolen Vehicle System (SVS)). Read/Write capabilities would be dependent on the database (e.g., no entry/modification of warrants).
- Ability for CAD masks to appropriately query relevant third-party databases.

2.1.3 Anticipated Workflow

The interface would allow for Users to query databases associated with JDIC, California Law Enforcement Telecommunications System (CLETS)/National Crime Information Center (NCIC), and County-wide Databases. The interface would be supported between CAD and Mobile. Dependent on the specific query/query mask, the expectation is that any databases linked to those applications would be eligible for the query. Returns from the query would then be made available for attachment to records and made eligible for import into reports. For example, in the CAD/Mobile applications, a User would enter information in the appropriate inquiry mask. When that individual submits the query, the databases associated with that query would be searched. Further, the Department would like to explore the capability to do direct entry into those systems from the CAD and Mobile. This would allow an individual to see the results at the time of the query (as opposed to running a new query at that time when returns may be different).

2.2 VESTA E9-1-1 Solution

2.2.1 System Overview

The Enhanced 911 (E-911) application provides the Automatic Number Identification (ANI) and Automatic Location Identification (ALI) data of incoming 911 calls. It is the Department's intent for the CAD Solution to have an interface with the E-911 application so that data can be easily transferred into the CAD application. Additionally, the CAD Solution must be capable of interfacing with Next Generation 911 (NG-911) technologies.

2.2.2 Functional Overview

The County is seeking the following functionality from the CAD Solution:

- Upon operator action (e.g., button push), data from the E-911 application is transferred into the appropriate data fields of the call entry screen.

2.2.3 Anticipated Workflow

Information received by the E-911 system will be made eligible for import into the CAD Solution. When a call is received by a telecommunicator, the telecommunicator will have the option of transferring the call data from the E-911 into the call entry mask. Further, information from the E911 system will be eligible for modification.

2.3 Validar 86 (Link M Technologies)

2.3.1 System Overview

When lights and sirens are activated, the Validar 86 system provides a unit status update to the GST Mapper system. The purpose of the system is to provide a visual update of the unit's status when lights and sirens are activated.

2.3.2 Functional Overview

The County is seeking the following functionality from the Mobile application:

- When field personnel activate lights and sirens, the Mobile application will automatically update to a County-defined unit status.

2.3.3 Anticipated Workflow

A User would activate their vehicle's lights and sirens and the Validar 86 equipment would be notified visually. When activated, the System would automatically update the User's unit status in the CAD System and visually display on the map.

2.4 Law Enforcement Records Management System

2.4.1 System Overview

The Department currently utilizes a homegrown Records Management System (RMS) called the Los Angeles Crime Information System (LARCIS). The Department is currently exploring the replacement of LARCIS with a commercially-available RMS application. The CAD Solution must transfer applicable call-for-service (CFS) data to the Department's RMS application.

2.4.2 Functional Overview

The County is seeking the following functionality from the CAD and Mobile application:

- At to-be-determined intervals, CFS information shall be transferred to the RMS database into the corresponding data fields.
- Information from the Mobile application shall be made available for export into a field reporting application, with data appropriately mapped. This includes any system queries by the Mobile User.

2.4.3 Anticipated Workflow

When dispatched to an incident, CFS information will be made eligible for transfer into the RMS. At certain intervals, data will be transferred into the RMS with all relevant data. As information becomes modified/updated, the appropriate data fields in the RMS will also be modified. The CFS will provide shell data for any reports. Additionally, in the event the Department acquires field reporting software, information captured in the Mobile – including both CFS data as well as any queries run from the Mobile – will be eligible for transfer into the report writing application. All data must be appropriately mapped to the corresponding data fields.