

Leveraging the LEITSC Standards for RFP & RFI Development

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Outline

- What is LEITSC?
- What are the LEITSC Standards?
- URL Background and Experience with LEITSC
- Using the LEITSC Standards with Clients
 - How they are helpful
 - Key deliverables to develop
- Important Takeaways



What is LEITSC?

- LEITSC is comprised of four of the nation's leading law enforcement associations:
 - International Association of Chiefs of Police (IACP)
 - National Organization of Black Law Enforcement Executives (NOBLE)
 - National Sheriffs' Association (NSA)
 - Police Executive Research Forum (PERF)
- LEITSC has as its mission to:
 - Develop information technology standards for law enforcement
 - Provide assistance to the law enforcement community on the implementation of standards
 - Represent the voice of law enforcement community on standards issues
 - Promote the merits of information technology standards
 - Share practical solutions and best practices

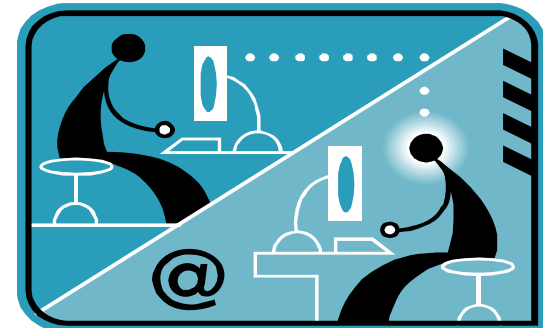
What are the LEITSC Standards?

- National standards for Records Management Systems (RMS) and Computer Aided Dispatch (CAD) functional specifications with the following goals:
 - Provide a starting point for law enforcement agencies to use when developing procurement documents
 - Streamline the process and lower the cost of implementing and maintaining an RMS
 - Promote information sharing
- Available at www.leitsc.org



What are the LEITSC Standards?

- The LEITSC Standards are based on UML and include:
 - Business Functions – high level groupings of like processes (Calls for Service, Master Indices, Incident, Case Management)
 - Use Case Diagrams – depicts relationships between users and the system to accomplish a business goal; also describes how processes relate to other processes
 - Activity Diagrams – step-by-step description of how users interact with the system to achieve a business goal
- All levels include detailed narrative descriptions



URL Background, LEITSC Work

- Colorado-based technology and consulting company working with state and local justice agencies to plan for and implement integrated justice solutions
- LEITSC Experience
 - Primary contractor for RMS and CAD standards development
 - Created Use Case & Activity Diagrams
 - Facilitated meetings with practitioners and vendor communities
- Used the LEITSC Standards with Clients for Procurement Development
 - Lake County (IL) Sheriff's Office (RFP)
 - San Jose Police Department (RFI/RFP)

Using the LEITSC Standards

- Goal
 - To tailor the standards to your agency's needs and lay the groundwork for a successful procurement where both vendor and agency share common expectations
- Steps
 - Identify agency stakeholders
 - Convene meetings
 - Identify relevant business functions
 - Identify current workflow and business process improvement opportunities
 - Redraw Use Case and Activity Diagrams to reflect agency processes and needs
 - Update narrative to reflect agency processes and needs

Using the LEITSC Standards

- Address and discuss interfaces with other key agency systems (CAD, Field Reporting, Regional Information Sharing systems, State systems)
 - LEITSC has developed Information Exchange Package Documents (IEPDs) for key CAD and RMS exchanges
 - IEPDs are a collection of artifacts that describe the structure and content of an information exchange (data, XML schema)
 - IEPDs are mapped to standards – now available in NIEM
 - *Include detailed information (technical and business process) as part of your procurement document!!*
- Attach finalized requirements document as an appendix to your RFP
- Create detailed compliance matrix for vendor response

Important Takeaways

- Request and use the Activity Diagrams developed as part of the LEITSC project
- Do not skimp on the stakeholder meetings – they elicit important information about how data is used and provide a great opportunity for process improvements that can be supported by automation
- Key deliverables
 - Requirements document (the LEITSC document edited and tailored for your agency) with diagrams and narrative
 - Vendor compliance matrix