

**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 the County, in accordance with the PCD project schedule, Contractor must notify the County via email of the planned delivery. The notice should indicate 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 the County to use in reviewing the Deliverable, although the 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 the County. The email must 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 the 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. County Project Manager and

County Project Director will sign this form when the Deliverable is accepted (at Step 6 below).

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. The 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. The County will 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 – The 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 – The County may require Contractor to conduct a demonstration or walkthrough of the Deliverable as part of its review.
  
5. **Preparing the Deliverable Response** – The County will consolidate and integrate reviewer notes into a well-organized written Deliverable Response that clearly explains what is deficient, questionable, or needs improvement, and if relevant, reference any specific requirements or criteria. The Deliverable Response must 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 – The 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 – Contractor may request to discuss the Deliverable Response with the County, and the Deliverable Response may be revised at the County’s sole discretion.
  - c. Revising and Resubmitting the Deliverable - If the Deliverable Response indicated that the Deliverable needs to go through another review cycle, Contractor must revise the Deliverable based on the 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. The 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, 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 Contractor. For **document deliverables**, the word “final” is added to the electronic file name and saved as a PDF.

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 (Paragraph 10.1 of the Contract). The County will own the Deliverable and may incorporate its contents, or portions thereof, into any subsequent work products as the County deems fit. Contractor must 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. The 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.	Completed PCD		
Deliverable 2	Ongoing Project Management		
Deliverable 3.1	Requirements Review		
Deliverable 3.2	Completed Requirements Review and Demonstration/Gap Analysis		
Deliverable 4	Completed Infrastructure and Technical Assessment		
Deliverable 5	Completed Implementation Assessment Document		
Deliverable 6	Completed Customized COTS Solution Design Review and Final Design		
Deliverable 7.1	Pre-Production Environment Established		
Deliverable 7.2	Contractor’s Customized COTS Solution Completed		
Deliverable 7.3	Customized COTS Solution Reviewed / Approved / Certified		
Deliverable 8.1	Initial Data Conversion Completed and Certified		
Deliverable 8.2	Ongoing Data Conversion and Cleaning (if needed)		
Deliverable 9.1	Pre-Production Test Plan Finalized		
Deliverable 9.2	System Interfaces Tested and Certified		
Deliverable 9.3	Completed Integration Tests and Certification		
Deliverable 9.4	Completed Initial Operational Readiness Tests and Certification		

Deliverable		Pay Points	Cost
Deliverable 9.5	Completed Performance Tests and Certification		
Deliverable 9.6	Completed and Certified Acceptance Tests and Certification		
Deliverable 10.1	Training Environment Established		
Deliverable 10.2	Final Training Plan		
Deliverable 10.3	Solution and User Documentation Completed		
Deliverable 10.4	Training Completed		
Deliverable 11	Secondary Data Center Environment Established		
Deliverable 12	Certification of Production Solution		
Deliverable 13.1	RPS Go-Live Completed		
Deliverable 13.2	Warranty Period: Maintenance and Support Completed		
Deliverable 13.3	Transfer of Solution Administration Responsibilities		
Deliverable 13.4	Final Acceptance Certification		
Deliverable 14	Post-Implementation Support		
Deliverable 15	Post-Implementation Training Conducted		

***ATTACHMENT A.3***

***PROJECT CONTROL DOCUMENT***

***(TO BE DETERMINED)***

***ATTACHMENT A.4***

***HARDWARE AND SOFTWARE DELIVERY LIST AND  
SPECIFICATION SHEET***

## ATTACHMENT A.4

### HARDWARE AND SOFTWARE DELIVERY LIST AND SPECIFICATION SHEET

Proposer shall list all hardware and software specifications required for the RPS Solution, where such specifications substantiate Proposer's pricing quoted in Exhibit 19 (RPS Cost Proposal Form) of Appendix D (Required Forms) to the RFP.

Item #	System Component Description	Qty/ Unit	Make/Model/ Version and Part #	Component Specifications
1.	<b>Primary CJIS-Compliant Cloud Solution for Production and Test/Train Environment</b>			(Requirement # TE-85)
2.	Cloud Servers *			
3.	Network Hardware			
4.	Tape Library or Backup Array			
5.	Other-Specify			

(Add additional rows as needed)

\* Cloud servers needed for Proprietary RPS, Database, Web Apps, Interfaces, Report Server, Audit History, Dashboard, FREN, etc.



## ATTACHMENT A.4

### HARDWARE AND SOFTWARE DELIVERY LIST AND SPECIFICATION SHEET

Item #	System Component Description	Qty/ Unit	Make/Model/ Version and Part #	Component Specifications
6.	Secondary LASD Data Center Environment (Mirrored Production Environment Only)			(Requirement # TE-84) Continuity of Operations
7.	Server Rack			
8.	Rack Servers *			
9.	KVM Switch			
10.	Network Hardware			
11.	Tape Library or Backup Array			
12.	Other-Specify			

(Add additional rows as needed)

\* Servers needed for Proprietary RPS, Database, Web Apps, Interfaces, Report Server, Audit History, Dashboard, etc. using virtualization software. For all servers provided, Defective Media Retention (DMR) service/policy shall apply.

## ATTACHMENT A.4

### HARDWARE AND SOFTWARE DELIVERY LIST AND SPECIFICATION SHEET

Item #	System Component Description	Qty/ Unit	Make/Model/ Version and Part #	Component Specifications
13.	<b>Software for Primary and Secondary Sites for three environments (Production AND Test/Train at LASD Data Center, and mirrored Production copy at Secondary Data Center or Cloud)</b>			(Requirements # TE-60, TE-84, TE-85, TT-01 and FR-07)
14.	Proposer's RPS Base Software			
15.	Proposer's Base FREN Software			
16.	O/S Software			
17.	Database Software			
18.	FR Algorithm #1 Software (Subscription License)			
19.	FR Algorithm #2 Software (Subscription License)			
20.	Pattern-Matching Algorithm for SMTs Software (Subscription License)			
21.	Virtualization Software			
22.	Anti-Virus Software (McAfee endpoint security provided by County for Primary Site)			
23.	Report Writer Software			
24.	Interface Engine Software			
25.	Dashboard monitoring			
26.	Email Notifications			

## ATTACHMENT A.4

### HARDWARE AND SOFTWARE DELIVERY LIST AND SPECIFICATION SHEET

Item #	System Component Description	Qty/ Unit	Make/Model/ Version and Part #	Component Specifications
27.	Other-Specify			
28.				

(Add additional rows as needed)

Item #	System Component Description	Qty/ Unit	Make/Model/ Version and Part #	Component Specifications
29.	Direct Network Connection to the two Data Centers			(Requirement # TE-84)

(Add additional rows as needed)

<b>Proposer's Name</b>	
<b>Completed By</b>	
<b>Email Address</b>	
<b>Phone Number</b>	
<p>PROPOSER'S ATTESTATION:</p> <p>I hereby attest that the hardware and software to be delivered to County including all specifications detailed here above, shall meet or exceed the stated Solution Response Time Requirements (Schedule C.5) to Exhibit C (Service Level Agreement) for a period of five years from Final Acceptance based on LACRIS' volume and anticipated growth stated in Paragraph 2 (Background) of Appendix A (Statement of Work). [360,000 bookings and 250,000 records of subject images per year and two percent volume increase per year].</p>	
<b>Signature</b>	
<b>Title</b>	
<b>Date</b>	

***ATTACHMENT A.5***

***SAMPLE USER SCREEN MOCKUP***

# ATTACHMENT A.5 SAMPLE USER SCREEN MOCKUP

Sample Photo Release Screen

## Criminal Offender Record Information (CORI) Photo Release

<RPS Username>

Release to Public    or     Release to LE Agency

Released to: **<Name>**

Email: **<Email>**

Reason: **<Reason>**

Released By: **<Name>**

Phone: **<###-###-#### ext. ####>**

LE Agency: **<Agency>**

Date/Time: **<MM/DD/YY> <HH:MM>**

Released History

#	Date/Time (Descending Order)	Released To (Public Name/LE Agency)	Email/Phone
1			
2			
3			
4			
5			
6			

<Name>

BKG: <Booking Number>

MAIN: <MAIN>

SID: <SID>

FBI: <FBI>

Red text denotes mandatory fields.

***ATTACHMENTS A.6 - A.11***

**CONFIDENTIAL**

**NOT ATTACHED**

**TO BE DISTRIBUTED DURING MANDATORY  
PROPOSERS' CONFERENCE**