



**Response to RFP:** Sexual Assault Evidence Kit Tracking and Reporting System
Iowa Department of Justice, Crime Victim Assistance Division
Lucas State Office Building
321 E. 12th Street
Des Moines, Iowa 50319

**AUGUST 2, 2019**

HMB

Columbus Headquarters
570 Polaris Parkway, Suite 200
Westerville, OH 43082
Tel: 614.221.6831

## Transmittal Letter

**August 2, 2019**

Harris, Mackessy & Brennan, Inc. (HMB) is pleased to submit this proposal to the Iowa Department of Justice in response to RFP #2020-01, the Sexual Assault Evidence Kit Tracking and Reporting System.

HMB is an Ohio corporation using federal tax identification number 31-1410213. HMB is headquartered at 570 Polaris Parkway, Suite 125, Westerville, OH 43082. Our phone number is 614-221-6831. We are pleased to serve State and Local Government clients across the United States with outstanding IT solutions. HMB has successfully completed more than 200 innovative public sector projects in the last 25 years and has significant experience with the implementation of Sexual Assault Evidence Tracking Systems.

HMB is proposing a "government open-source" solution that offers cost-savings and an accelerated delivery timeline.

Our proposal is predicated upon the acceptance of all contractual terms and conditions stated in this RFP, including, without limitation, § 6 of the RFP and any contract(s) attached to or incorporated by reference into this RFP. For clarification on this response, contact John Sohner, Public Sector Lead at 614-370-3002 or jsohner@hmbnet.com.

We look forward to the opportunity of working with you on this initiative.

Warmest Regards,

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## A. Scored Technical Specifications

a. Name of open-source or proprietary software the Respondent proposes to use and Respondent's justification for proposing same.
   i. If the Respondent proposes a proprietary system, the Respondent must also fully explain the process for and any limitations to, accessing, extracting, and/or migrating data to a different platform if CVAD ever decided to move to a different system.

HMB is proposing that Iowa leverage a pre-existing, government open-source, sexual assault kit tracking system, originally developed by the Idaho State Police. Several other States and municipalities have leveraged this open-source solution including; North Carolina, Arkansas, Oklahoma, City of Houston, Ohio, and Puerto Rico. HMB was fortunate to have the opportunity to customize and deploy Idaho's solution for Ohio and Puerto Rico. Choosing this solution offers significant advantages over building a custom solution or leveraging a proprietary system for the following reasons:

1. **Significant Cost Savings** – The Idaho "base solution" was originally developed with Federal dollars and has been made available for use by other government entities. Therefore, the "base solution" is available to Iowa for free, and payment will only be required for customizations unique to Iowa.
2. **Flexibility and Extensibility** – This is a shared, open-source solution, giving Iowa ownership of this asset and unlimited ability to extend its capabilities.
3. **Strong Support** – A network of States are continuing to contribute to the code base, resulting in increased stability and an ever-evolving feature set. Iowa will be able to take advantage of future enhancements developed or funded by other states.

b. What browsers are compatible with the system

The solution is compatible with the latest versions of Internet Explorer, Google Chrome, Safari, Firefox, and Microsoft Edge.

c. Whether CVAD will host the system on its servers or whether the system will be hosted by the Respondent.

Iowa has the flexibility to host this open-source shared solution on its own servers, but HMB proposes the system be hosted in a secure Azure environment as part of HMB's ongoing support and maintenance agreement. Utilizing cloud resources and HMB's

managed services will guarantee solution uptime and provide Iowa with a "Software-as-a-Service" experience. Additionally, HMB's managed service offering will enable Iowa to take advantage of the benefits gained from this open-source sharing model.

d. Whether the system can create ad hoc reports

Yes. The solution has a robust reporting engine with a number of canned reports like "number of kits by status", "number of kits by jurisdiction", "kits who have been inactive for more than x days", etc. HMB has built additional reports at the request of our clients in Ohio and Puerto Rico and would be happy to design and build additional reports for Iowa. Finally, the system provides an extensive set of criteria, Figure 1, in support of ad-hoc reporting, though some customizations may be required to suit Iowa's needs.

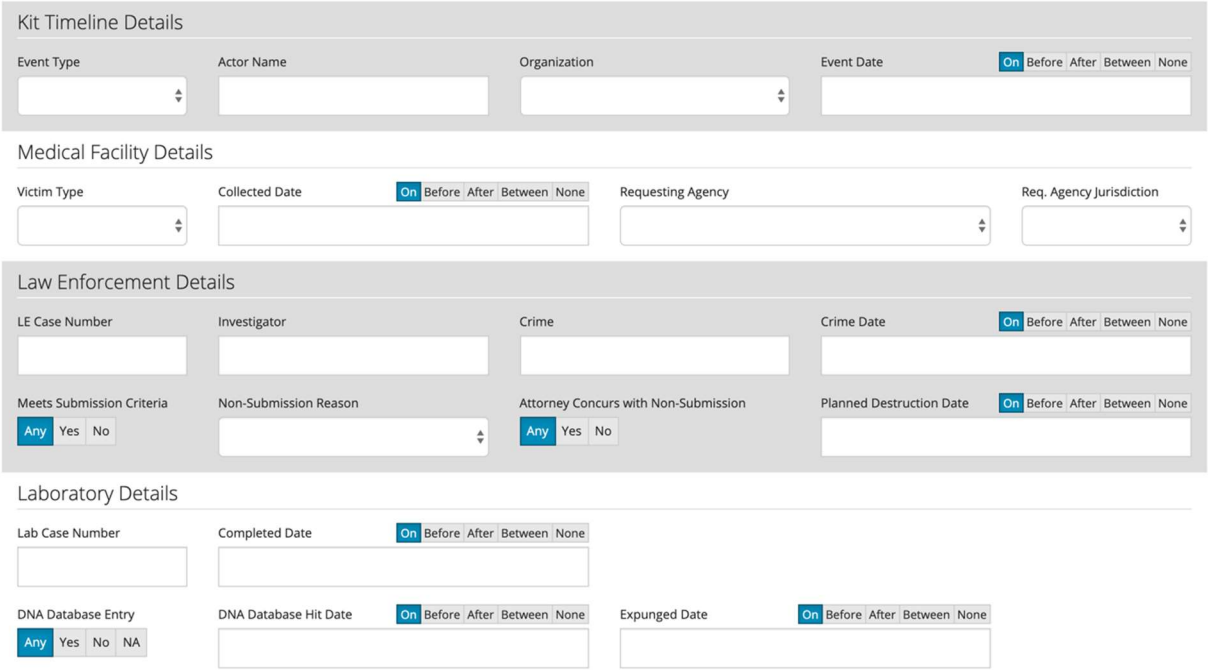



*Figure 1*

e. How the system will:

i. Include the following required data elements for each SAEK:

- Unique SAEK ID number;
- Location (medical facility, law enforcement agency, laboratory, in transit);
- date each SAEK is logged into location;
- date SAEK used in forensic examination;
- date of assault; date assault reported to law enforcement;
- date SAEK testing completed;
- date of arrival at each location;
- maintain history of SAEK location changes;
- date DNA from a SAEK is entered into DNA database and indicate which DNA database;
- date results returned from DNA database;
- If DNA matched DNA in database (Yes or No).

**Unique SAEK ID Number**

The solution was created to track a sexual assault evidence kit from initial purchase through the entire lifecycle of a kit, whether the kit is repurposed, destroyed or placed into cold storage. All the specified pieces of data requested by Iowa in relation to a SAEK are captured and stored during a kit's journey. The Unique SAEK ID number is associated with a kit as part of the kit entering the system. States have utilized different strategies to manage the creation of unique IDs for each SAEK. Some states have worked with manufactures to affix the unique ID to the kit at time of creation, while other states receive unmarked kits and choose to label them with unique numbers. In either case, the kit has

a unique ID number which can be manually entered or scanned into the solution thereby starting the tracking of the kit by the system, Figure 2.

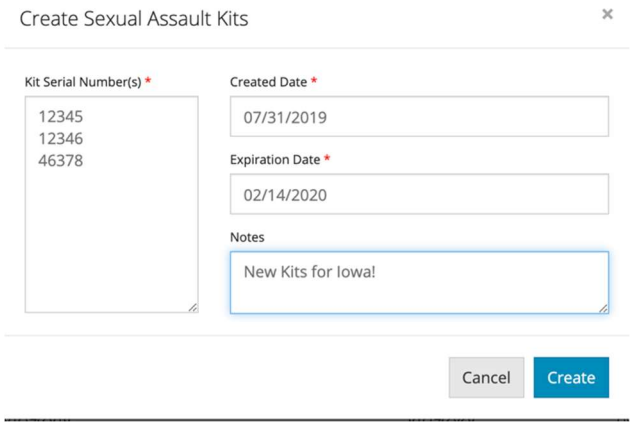



*Figure 2*

### Date each SAEK is logged into location

The solution automatically associates a SAEK with a location based on the organization which *owns* the kit. Each step in the process tracks where the kit currently is, who owns it, and when that kit is being sent to another agency, Figure 3. The solution follows a predictable pattern of receiving a kit, enriching the data related to the kit, and finally sending the kit to the next participant in the kit's lifecycle.

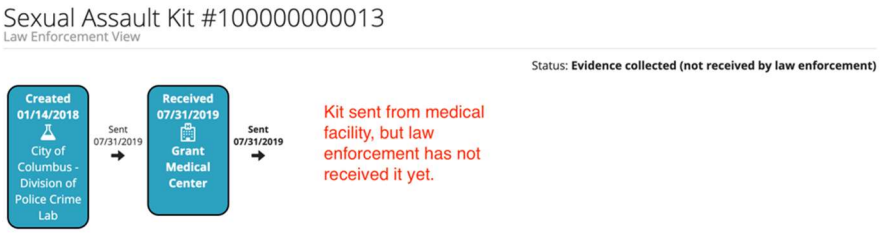



*Figure 3*

Each event in a kit's lifecycle is recorded, creating a detailed audit trail of the history of each kit. Paramount to the value of an audit trail is understanding when a kit is sent and

received. The date a kit is received by an organization is accessible visually in the kit's timeline and tabularly in a kit's audit trail, Figure 4.

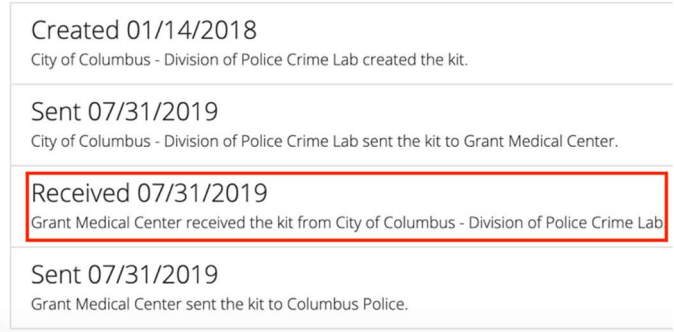



*Figure 4*

### Date SAEK used in forensic examination

During a normal lifecycle of a SAEK, the kit will be sent to a medical facility where it will be received and marked as an "In-Process Kit" that is "Unused." When a victim arrives at a hospital, a medical professional uses a SAEK to gather samples. During sample collection the medical professional will scan the kit to open its electronic record in the solution and enter the destination law enforcement agency as well as the date of the collection, Figure 5. The collection date is analogous with the requirement for the date a SAEK was used in forensic examination.

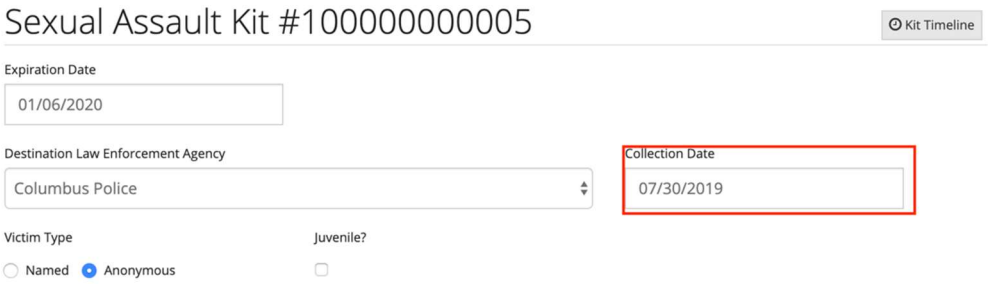



*Figure 5*

### Date of assault; date assault reported to law enforcement;

Once the medical professional uses a kit to collect a sample, the kit is sent to a law enforcement agency. The law enforcement agent will then receive the kit and can use the solution to enter information related to the kit including "Crime Date", Figure 6.


*Figure 6*

### Date SAEK testing completed

Upon completion of data entry by law enforcement agents, the kit will then be transferred to a forensic laboratory for testing. The lab technician will then receive the kit and enter information about the case number as well as "Date Completed," which indicates when the SAEK testing was completed, Figure 7.


*Figure 7*

### Date of arrival at each location

The solution has a robust audit trail, which records every event as well as the user who executed the event. As SAEKs move through their lifecycle they are sent to the next agency which will receive and process each kit. Each agency adds information to the solution to create transparency into the location and status of each kit. The audit trail can be

visualized in several ways to show the date of arrival at each location as demonstrated in Figure 8 and Figure 9.

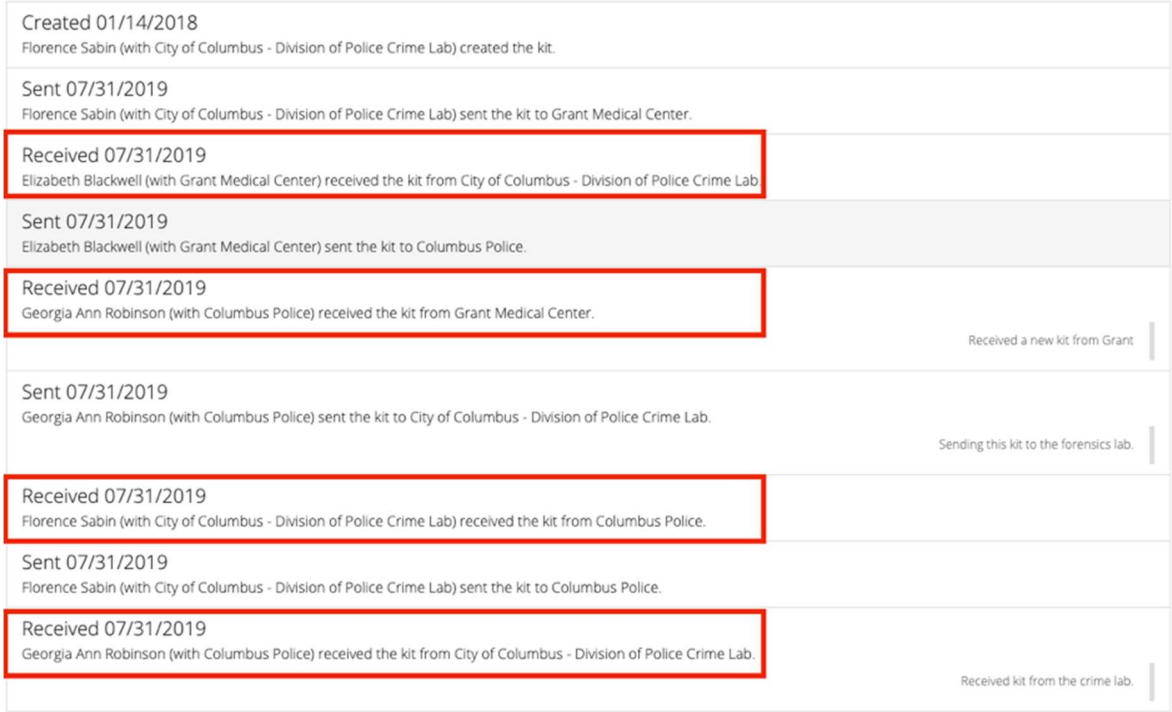



*Figure 8*


*Figure 9*

### Maintain history of SAEK location changes;

The solution tracks a complete history of all the actions taken on a SAEK and the user who performed the action. Each kit has a "Kit Timeline" which displays a history of all actions including the history of SAEK location changes, Figure 10.

Created 01/14/2018
Florence Sabin (with City of Columbus - Division of Police Crime Lab) created the kit.

Sent 07/31/2019
Florence Sabin (with City of Columbus - Division of Police Crime Lab) sent the kit to Grant Medical Center.

Received 07/31/2019
Elizabeth Blackwell (with Grant Medical Center) received the kit from City of Columbus - Division of Police Crime Lab.

Sent 07/31/2019
Elizabeth Blackwell (with Grant Medical Center) sent the kit to Columbus Police.

Received 07/31/2019
Georgia Ann Robinson (with Columbus Police) received the kit from Grant Medical Center.
Received a new kit from Grant

Sent 07/31/2019
Georgia Ann Robinson (with Columbus Police) sent the kit to City of Columbus - Division of Police Crime Lab.
Sending this kit to the forensics lab.

Received 07/31/2019
Florence Sabin (with City of Columbus - Division of Police Crime Lab) received the kit from Columbus Police.

Sent 07/31/2019
Florence Sabin (with City of Columbus - Division of Police Crime Lab) sent the kit to Columbus Police.

Received 07/31/2019
Georgia Ann Robinson (with Columbus Police) received the kit from City of Columbus - Division of Police Crime Lab.
Received kit from the crime lab.

*Figure 10*

### Date DNA from a SAEK is entered into DNA database and indicate which DNA database;

When a kit is in possession of a forensics laboratory, the lab technician can enter information related to the completion date of the analysis as well as DNA database entry

information. If a DNA Database entry is made, the technician can enter the date the entry was made, Figure 11.

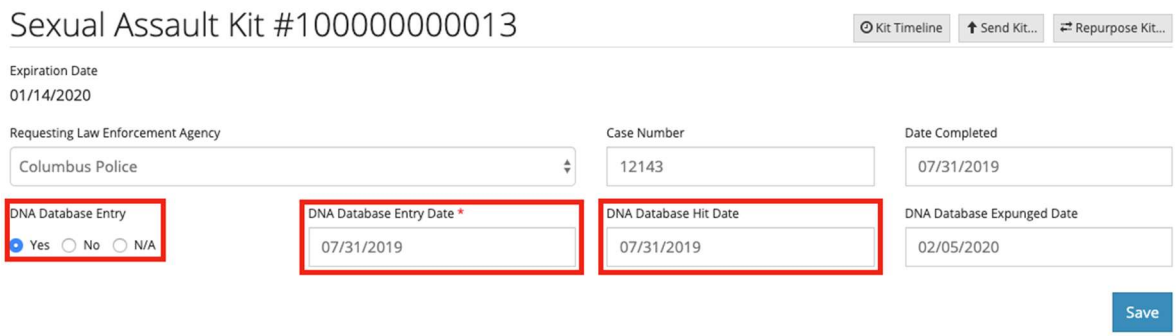



*Figure 11*

**Date results returned from DNA database;**

During the data entry of a laboratory technician the "DNA Database Hit Date" is available for the technician to enter the date results are returned from the DNA database, as shown in Figure 11.

**If DNA matched DNA in database (Yes or No).**

HMB will customize the solution to display if DNA matched DNA in database on the same screen as other information entered by the lab technician as it relates to DNA entry.

ii. Allow authorized users from agencies handling SAEKs or dealing with cases involving SAEKs (e.g., law enforcement, medical facilities, crime lab(s), county attorneys, the Iowa Department of Justice, the Iowa Department of Public Safety) with variable levels of functionality ranging from view only to editing rights depending on role.

The system supports role-based permissions defined by each organization type. The main organization types result in the following user types: *medical*, *lab*, *law-enforcement* and *legal*. The final type of user, *admin*, has permissions to modify where a kit is within its lifecycle, add organizations and manage organization administrators. Each user type has access to update relevant information related to the organization to which the user belongs. For example, a nurse or medical staffer can enter the date a sample was taken,

but not enter the date when DNA was entered into a DNA database. The role-based permissions provide each user type with a simple and intuitive user experience by limiting the information the user can add to the kit. All users and victims have read-only access to view a kit's timeline, which displays the history of the kit including its current location and status.

iii. Allow authorized users to access and update the status and location of SAEKs at the following points:

- when the SAEK is distributed to a medical facility for use in evidence collection;
- date when a SAEK is used in a forensic exam;
- date when the SAEK is in possession of law enforcement agency;
- date when a SAEK arrives at lab;
- date when analysis is complete and lab report is generated;
- date test results are provided to jurisdictional law enforcement and prosecution agencies;
- result of law enforcement investigation (i.e. referral to prosecutor for review, declined for referral and explanation);
- prosecution review and result (i.e. case moves forward for prosecution, case resolution, explanation);
- disposal of SAEK

The lifecycle of a SAEK follows a simple and predictable pattern of receiving a kit by the organization. Then the organization entering specific information about the kit into the system. Finally, the organization sending the kit to the next step in the workflow. When an organization receives a SAEK the system automatically updates the status of the kit as well as recording the date received. The receiving user has the option to enter a note related to the receipt of the kit. Once a kit is received it can be worked. Depending on the work the organization performs, and the information entered into the system the SAEK's status may change. When an organization is ready to send the SAEK to the next organization in the workflow, the SAEK will get an updated status of *Sent* and a date provided by the sender.

**When the SAEK is distributed to a medical facility for use in evidence collection;**

As a SAEK enters the system, the initial status of the kit is *Unused*. The initial step is to distribute the kits to medical facilities where medical staff can utilize the kits. The user will [Send Kit] to a medical facility, Figure 12. Once received at the medical facility a medical user will [Receive] the kit, Figure 13. The kit remains in the *Unused* status until the medical user uses the kit.

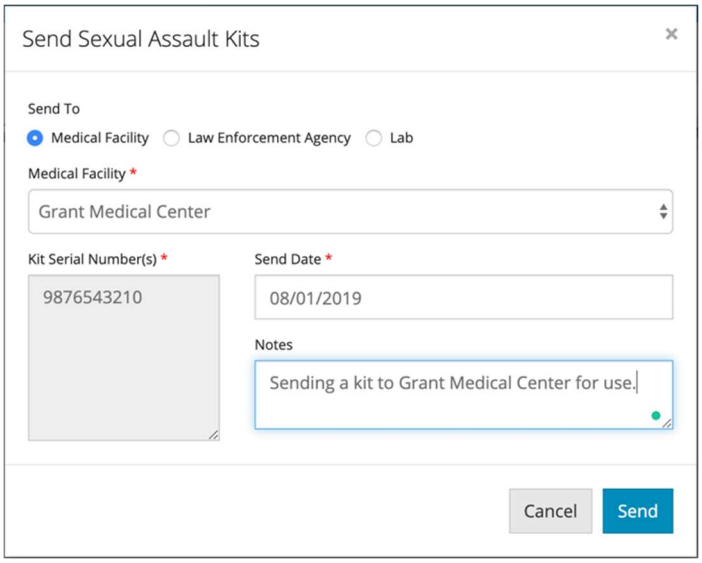



*Figure 12*

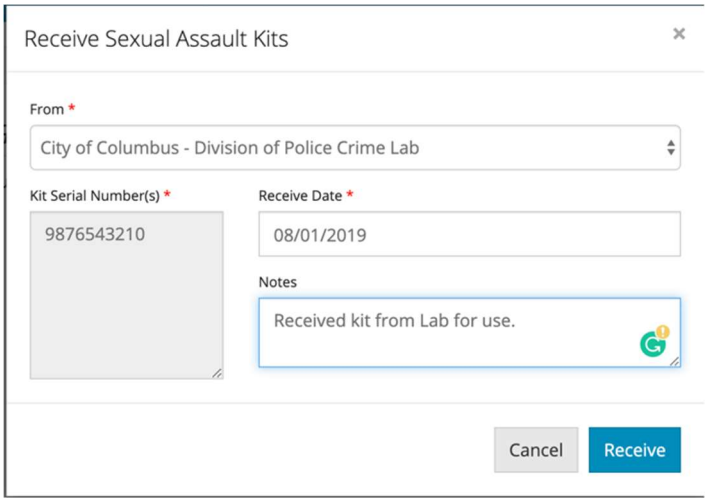



*Figure 13*

### Date when a SAEK is used in a forensic exam

The use of a SAEK begins with a medical user selecting a kit, entering information related to the kit's use and clicking [Save], Figure 14. The kit is now moved to the *Evidence collected (not received by law enforcement)* status.

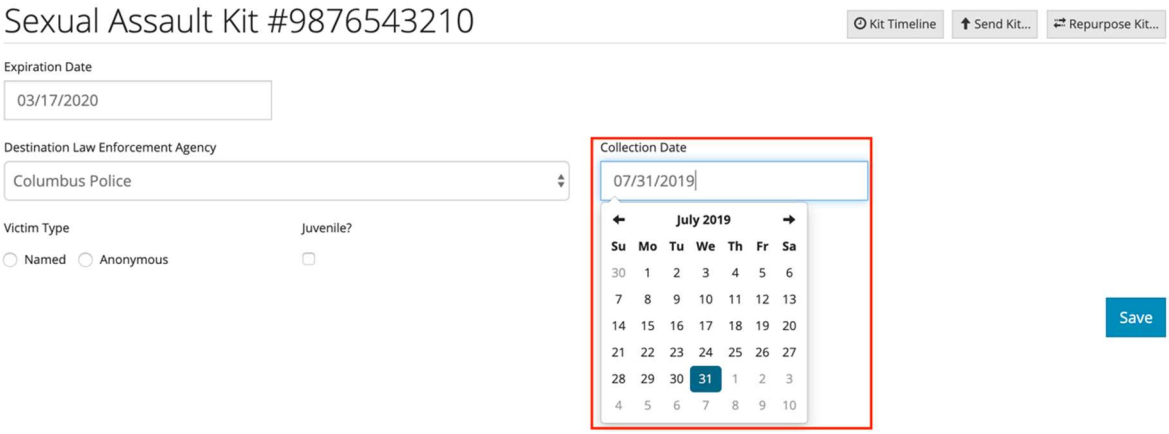



*Figure 14*

### Date when the SAEK is in possession of law enforcement agency

When a medical user finishes entering required information related to the kit and is ready to send the kit to the law enforcement agency the user selects the kit and clicks [Send Kit…], Figure 15. The kit is still in the status *Evidence collected (not received by law enforcement)* but is marked as sent with a corresponding date. Once a law enforcement user [Receives Kits…], Figure 16, the status of the kit is updated to *Requires law enforcement data.* After completing the entry of law enforcement data and saving the SAEK record, the status of the kit changes to *Ready to send to lab*. The law enforcement user can now [Sent Kit…], Figure 17,to the lab, which changes the status of the kit to, *Sent to lab*.

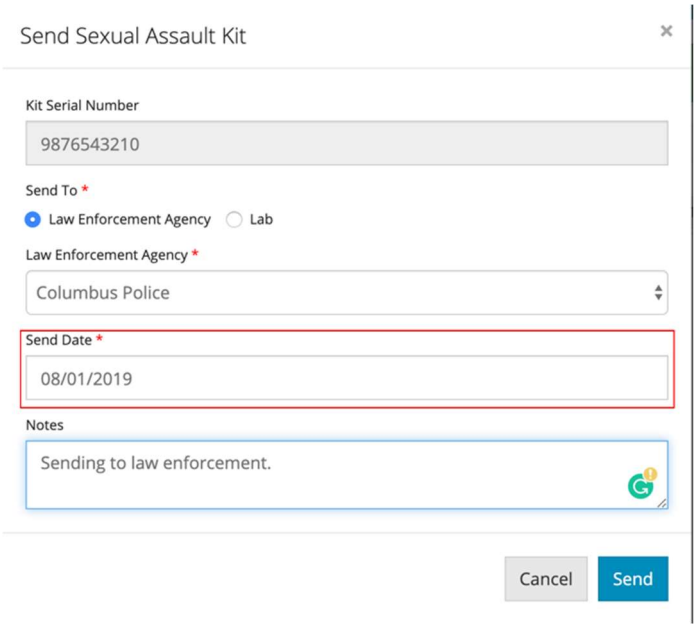



*Figure 15*

Receive Sexual Assault Kits

From *

Grant Medical Center

Kit Serial Number(s) *

9876543210

Receive Date *

08/01/2019

Notes

Received a kit from Grant Medical Center.

Cancel Receive

*Figure 16*

Send Sexual Assault Kit

Kit Serial Number *

9876543210

Send To

Forensic Lab Law Enforcement Medical Facility

Forensic Lab *

City of Columbus - Division of Police Crime Lab

Send Date *

08/01/2019

Notes

Sending to Crime Lab.

Cancel Send

*Figure 17*

### Date when a SAEK arrives at lab

The lab user can [Receive Kits…], Figure 18, from their dashboard, changing the kits status to *Being analyzed by lab* and recording the date of SAEK arriving at the lab.

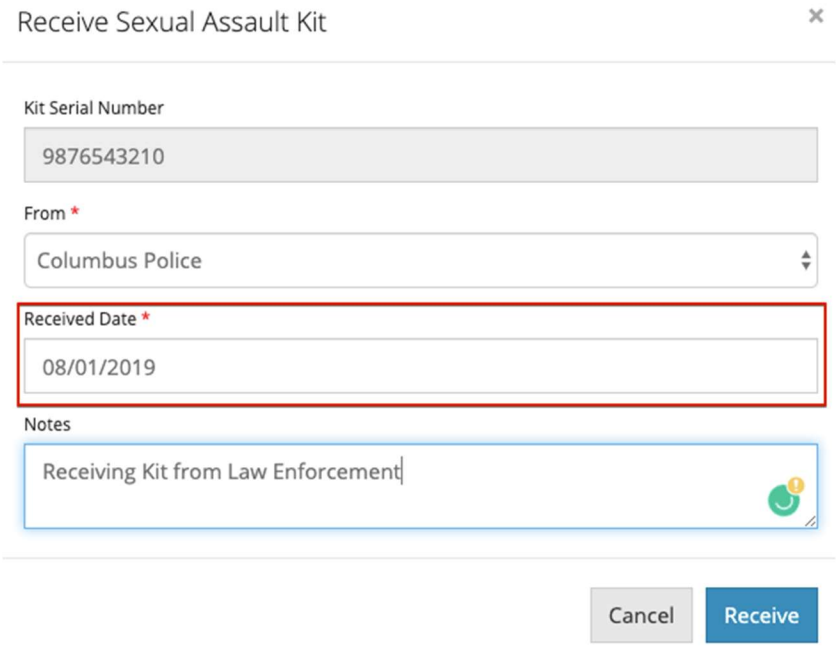



*Figure 18*

### Date when analysis is complete and lab report is generated

The lab user can select a SAEK which is being tested and enter relevant information, Figure 19. The lab user clicking [Save] will move the status of the kit to *Analyzed by lab*. The lab

user can then [Send Kit…] to the originating law enforcement agency which updates the location to sent but leaves the status as *Analyzed by lab*.

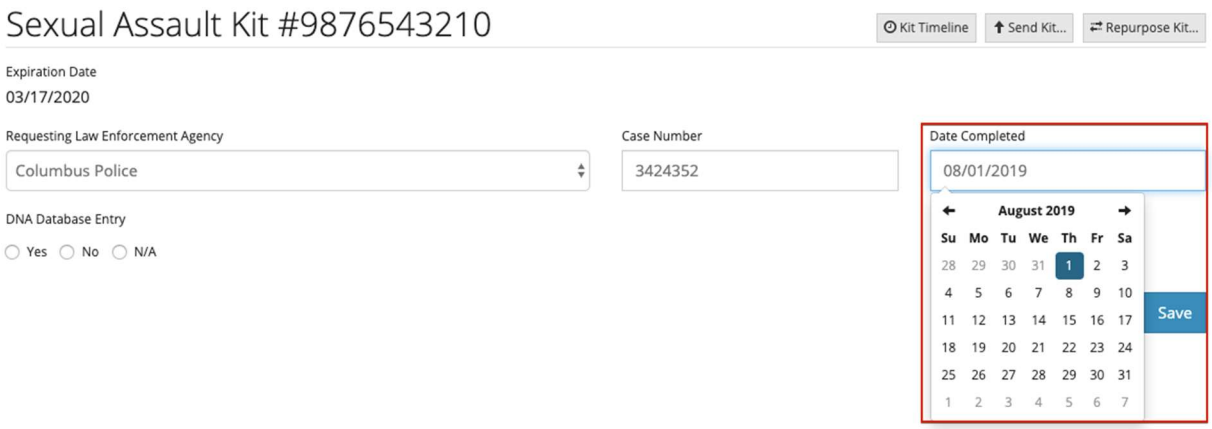



*Figure 19*

**Date test results are provided to jurisdictional law enforcement and prosecution agencies**

The law enforcement user can [Receive Kits…] back from the lab, which keeps the status of the kit as *Analyzed by lab*, but marks the kit as received on the specified date. Authorized Users can then view all details of a SAEK by viewing the kit detail page, Figure 20. Many

data elements are collected and stored about a kit and its life. This includes the dates when kits are sent and received between entities and any descriptions/details added by users.

| | |
|---|---|
| Collection Date | 07/31/2019 |
| DNA Database Entry Date | 08/01/2019 |
| DNA Database Hit Date | 08/01/2019 |

Created 08/01/2019
Florence Sabin (with City of Columbus - Division of Police Crime Lab) created the kit.

Sent 08/01/2019
Florence Sabin (with City of Columbus - Division of Police Crime Lab) sent the kit to Grant Medical Center.

Received 08/01/2019
Elizabeth Blackwell (with Grant Medical Center) received the kit from City of Columbus - Division of Police Crime Lab.

Sent 08/01/2019
Elizabeth Blackwell (with Grant Medical Center) sent the kit to Columbus Police.

Received 08/01/2019
Georgia Ann Robinson (with Columbus Police) received the kit from Grant Medical Center.
Received a kit from Grant Medical Center.

Sent 08/01/2019
Georgia Ann Robinson (with Columbus Police) sent the kit to City of Columbus - Division of Police Crime Lab.
Sending to Crime Lab.

Received 08/01/2019
Florence Sabin (with City of Columbus - Division of Police Crime Lab) received the kit from Columbus Police.

Sent 08/02/2019
Florence Sabin (with City of Columbus - Division of Police Crime Lab) sent the kit to Columbus Police.

Received 08/02/2019
Georgia Ann Robinson (with Columbus Police) received the kit from City of Columbus - Division of Police Crime Lab.
Received back from lab.

*Figure 20*

### Result of law enforcement investigation (i.e. referral to prosecutor for review, declined for referral and explanation)

Law Enforcement users have the ability to indicate that a SAEK does not meet submission requirement and select a non-submission reason, Figure 21. When the law enforcement user clicks [Save] on the kit record the status changes to *Requires release for prosecutorial*

*review*. The law enforcement user can then [Release for Review] modifying the kit's status to *Awaiting prosecutorial review* and setting a released for review date.

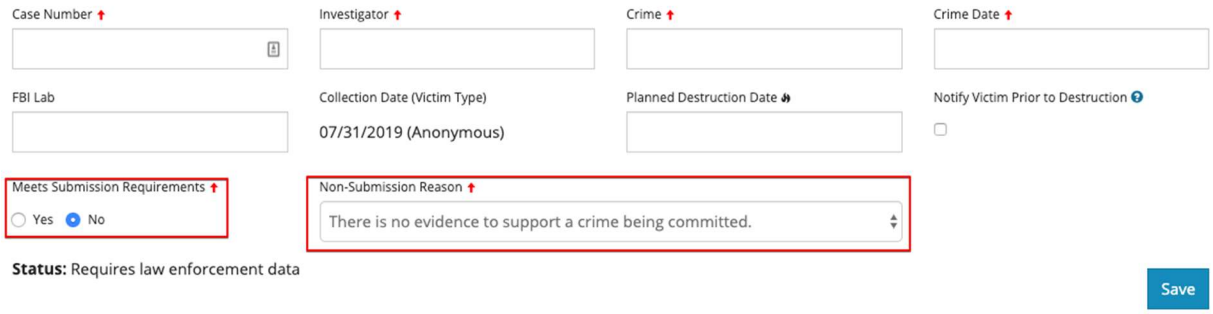



*Figure 21*


**Prosecution review and result (i.e. case moves forward for prosecution, case resolution, explanation);**

When a legal user, aka prosecutor, enters the system a customized dashboard shows all SAEKs which are awaiting review. Selection of a kit provides the legal user a place to enter notes related to their decision and ability to [Disagree…] or [Agree…] with original judgement, Figure 22. If the legal user selects [Agree…] the user is prompted for conformation and the kit's status is changed to *Does not meet submission requirements*.

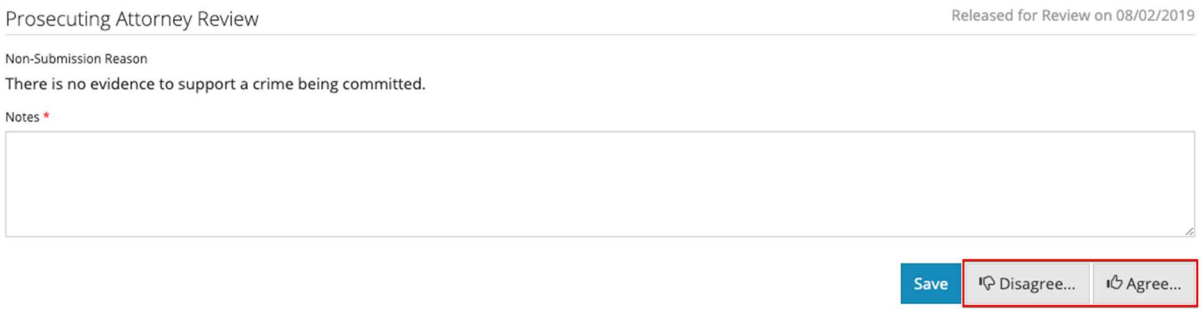



*Figure 22*

## Disposal of SAEK

Law enforcement officers have the ability to indicate in the system that a kit is to be destroyed, only after it has been analyzed or deemed not to meet submission requirements. The law enforcement user must set a [Planned Destruction Date] and only after that date has lapsed can the user select the [Destroy Kit] button, Figure 23. After being destroyed SEAK's resulting status is *Destroyed* and the kit's time line reflects the final status,

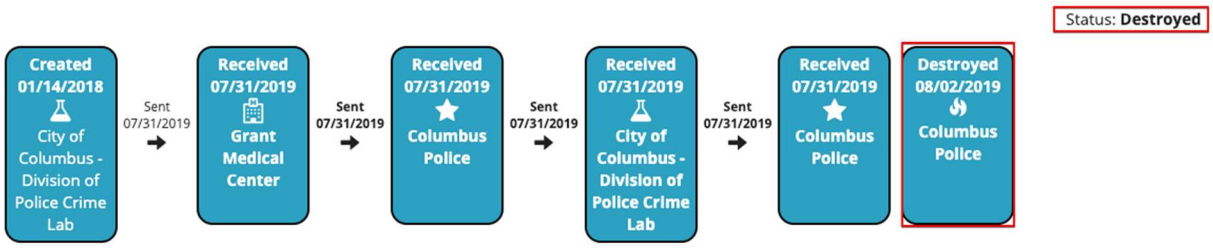



Figure 24

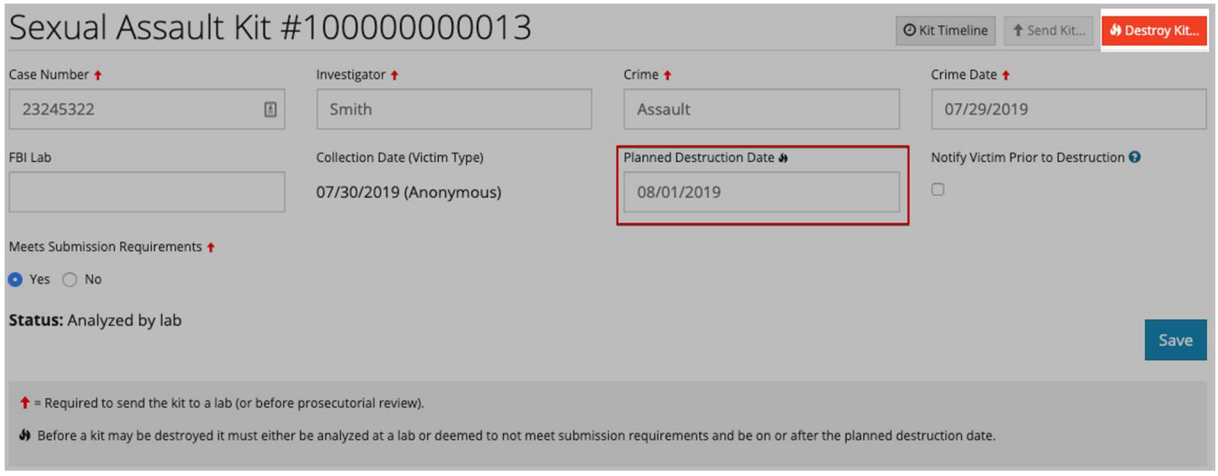



*Figure 23*

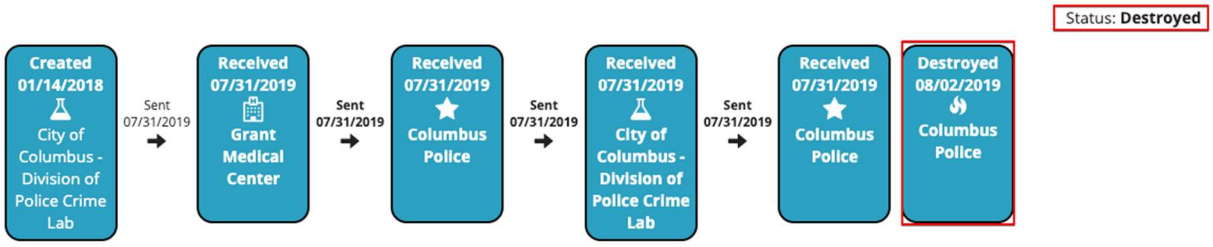



*Figure 24*

iv. Utilize barcoding functionality for label creation and tracking.

The solution is currently used by several states all making use of barcodes to label and track kits. Different states have taken different strategies for creating barcodes for their kits. Some states have worked with kit manufactures to label kits' barcodes, which are entered into the system via barcode scanner. Other states have taken on the responsibility of barcode creation and labeling of kits. In all cases, states are using barcode readers to read barcodes and translate those barcodes into alphanumeric text, which is used as the unique kit ID and searchable value.

v. Allow authorized users to add or update information related to a SAEK using a barcode scanner or a keyboard by entering a SAEK number

The solution currently supports allowing authorized users to create, edit, and update information related to a SAEK. Users can input the kit identifier into a search bar or use a mobile barcode scanner to identify a kit by scanning its barcode. This feature is helpful for processing kits in bulk.

Additionally, The State of Ohio has requested an enhancement to the system to allow for mobile phone barcode scanning. This feature is also available to Iowa.

vi. Allow survivors of sexual assault the ability to anonymously access the system and anonymously view status updates of their SAEK.

The solution was built with the goal of proving transparency for survivors. Each kit being tracked in the system is provided a unique identifier, which can be used by a survivor to search for their kit. The webpage displays details about the kit, including its current status and the historical actions related to the kit. It will provide the survivor with transparency into the process and indicate where their kit currently sits.

vii. Be in compliance with the Americans with Disabilities Act (ADA)

The solution is ADA compliant. HMB follows principles and guidelines derived from the industry standard Web Content Accessibility Guidelines (WCAG) 2.0 to provide direction to the HMB staff for ensuring accessibility when completing development and validation of the Sexual Assault Evidence Kit Tracking and Reporting System. These guidelines are:

**Principle 1: Perceivable** - Information and user interface components must be presentable to users in ways they can perceive.

Guideline 1.1 Text Alternatives: Provide text alternatives for any non-text content so that it can be changed into other forms people need, such as large print, braille, speech, symbols or simpler language

Guideline 1.2 Time-based Media: Provide alternatives for time-based media.

Guideline 1.3 Adaptable: Create content that can be presented in different ways (for example simpler layout) without losing information or structure.

Guideline 1.4 Distinguishable: Make it easier for users to see and hear content including separating foreground from background.

**Principle 2: Operable** - User interface components and navigation must be operable.

Guideline 2.1 Keyboard Accessible: Make all functionality available from a keyboard.

Guideline 2.2 Enough Time: Provide users enough time to read and use content.

Guideline 2.3 Seizures: Do not design content in a way that is known to cause seizures.

Guideline 2.4 Navigable: Provide ways to help users navigate, find content, and determine where they are.

**Principle 3: Understandable** - Information and the operation of user interface must be understandable.

Guideline 3.1 Readable: Make text content readable and understandable.

Guideline 3.2 Predictable: Make Web pages appear and operate in predictable ways.

Guideline 3.3 Input Assistance: Help users avoid and correct mistakes.

**Principle 4: Robust** - Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

Guideline 4.1 Compatible: Maximize compatibility with current and future user agents, including assistive technologies.

HMB employs ARIA tags to form controls to facilitate ADA compliance and utilizes standard HTML 5 tags where possible. HMB typically utilizes SortSite as an ADA compliance tool within our development integration pipeline. This provides a comprehensive audit of changes to ensure compliance issues are identified and addressed. Lastly, while this has not been included in our proposal, HMB is experienced in operating multiple screen-reader technologies to ensure that the product provides a complete user experience. If detailed compliance testing is required, this option may also be included in the project.

d. How the system is able to accommodate the following:

i. Establishing authorized users with secure access through unique user ID and unique password for each user.

Each user of the system with the ability to enter or edit information is required to have a unique user ID and unique strong password. Part of the configuration changes made by HMB include the definition of required password strength. To minimize the operational overhead of user maintenance, each organization lead can add or remove users, Figure 25. In addition, in the case an entire organization must reset all passwords the [Passkey] can be changed to mandate password reset for all users.

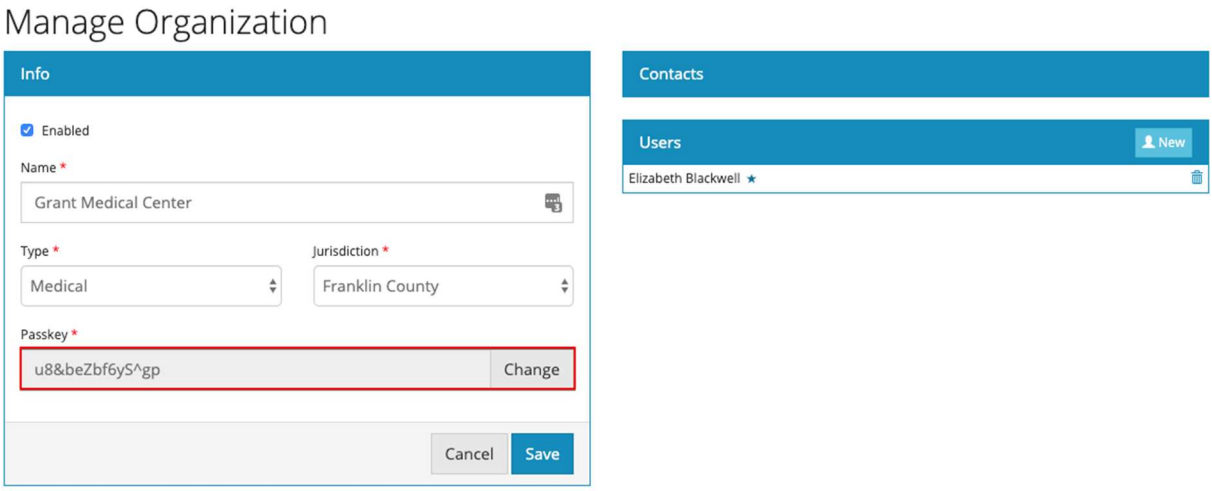



*Figure 25*

ii. Bulk upload of data from an excel spreadsheet or other database to prepopulate information from SAEKs previously inventoried and tracked.

Built into the system is the ability for organizations and users to be bulk uploaded. These options are available to administrator users and accessed through the [Configuration] menu, Figure 26. The administrator user must ensure the uploaded files meet the requirements for data format, Figure 27. HMB will import existing SAEKs with their status to the system as part of initial implementation. Normal usage of the system has the ability to quickly enter many new SAEKs with little effort.

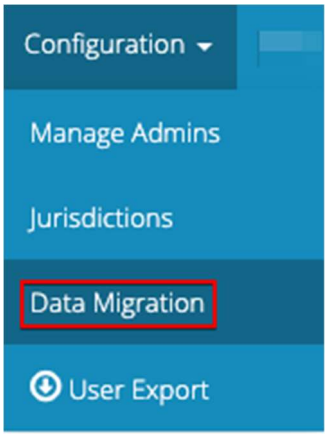
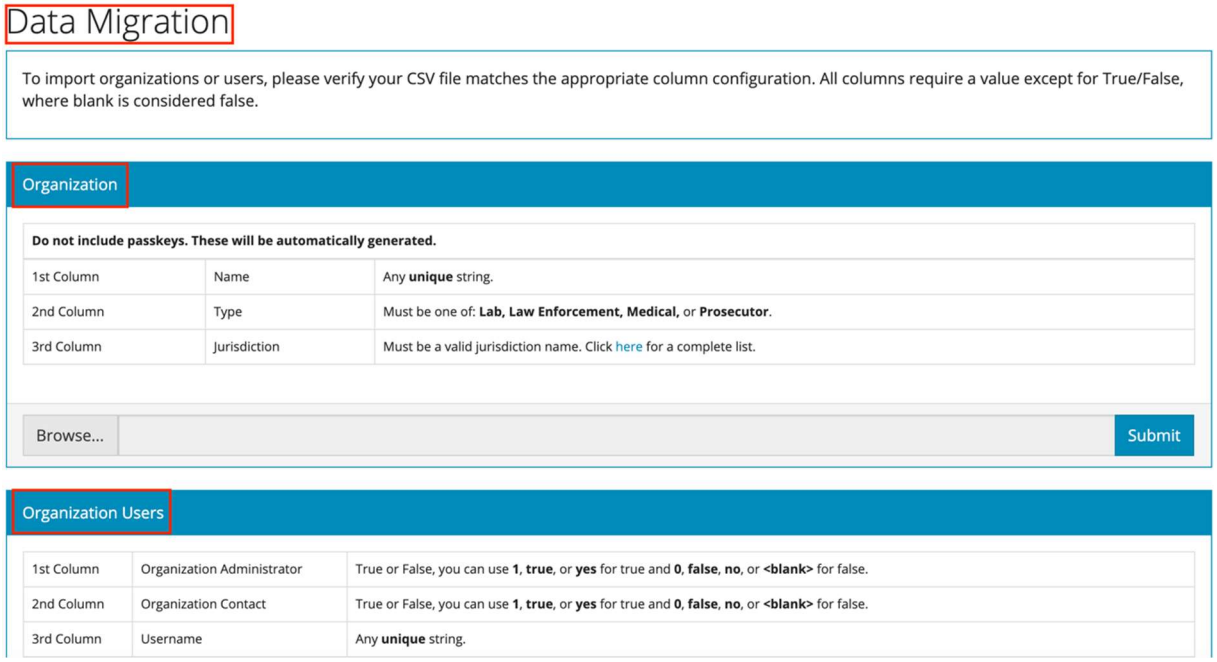



*Figure 26*



Data Migration

To import organizations or users, please verify your CSV file matches the appropriate column configuration. All columns require a value except for True/False, where blank is considered false.

Organization

| Do not include passkeys. These will be automatically generated. | | |
|---|---|---|
| 1st Column | Name | Any **unique** string. |
| 2nd Column | Type | Must be one of: **Lab, Law Enforcement, Medical,** or **Prosecutor**. |
| 3rd Column | Jurisdiction | Must be a valid jurisdiction name. Click here for a complete list. |

Browse... Submit

Organization Users

| | | |
|---|---|---|
| 1st Column | Organization Administrator | True or False, you can use **1**, **true**, or **yes** for true and **0**, **false**, **no**, or **<blank>** for false. |
| 2nd Column | Organization Contact | True or False, you can use **1**, **true**, or **yes** for true and **0**, **false**, **no**, or **<blank>** for false. |
| 3rd Column | Username | Any **unique** string. |

*Figure 27*

iii. Create reports Create reports to be used by Department of Justice, Department of Public Safety, and legislature to audit effectiveness of

policies and procedures regarding collection, movement, and processing of SAEKs. Reports will minimally provide:

- Number of SAEKs submitted to law enforcement agencies within a date range (sorted by law enforcement agency);
- Number of days from SAEK arrival at law enforcement agency to kit arrival at lab;
- Number of SAEKs reported to law enforcement agency but not sent to law enforcement within 30 days;
- Number of SAEKs tested by forensic lab within a date range;
- Number of days from date of SAEK arrival at lab to date lab report issued;
- Average and median time between forensic medical exam and SAEK tested to completion in forensic lab within a date range;
- Number of SAEKs at a lab not yet tested, by county; Number of SAEKs tested within a date range;
- Report of SAEKs not tested to completion and number of days each SAEK has been at lab;
- Number of DNA profiles entered into DNA database(s)

The system supports multiple ways of accessing information to derive insights. Several highly functional reports exist to answer common questions about SAEKs life cycle. In addition, a robust search capability exists, allowing users to explore the system's data.

**Number of SAEKs submitted to law enforcement agencies within a date range (sorted by law enforcement agency);**

Administrator users have the ability to run reports across all organizations. The [Kit Statistics for Specified Time Frame] report, Figure 28, provides the number of SAEKs submitted to law enforcement agencies within a data range, Figure 29.

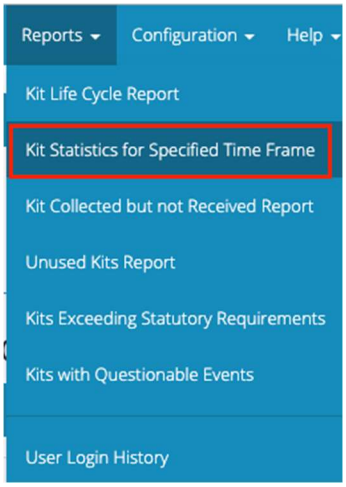



*Figure 28*

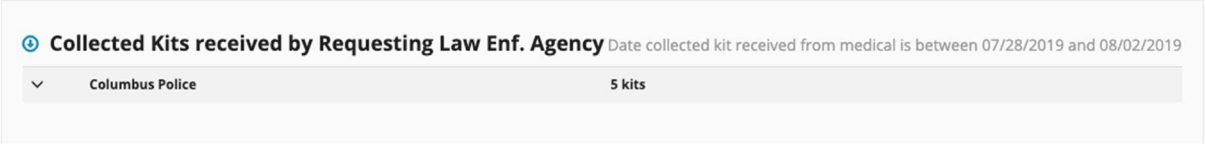



*Figure 29*

**Number of days from SAEK arrival at law enforcement agency to kit arrival at lab;**

The [Kit Life Cycle Report], Figure 30,provides the average days at a law enforcement location and can be expanded to show how long each kit was at that location, Figure 31.

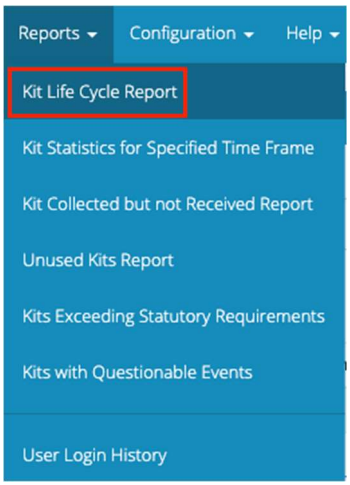



*Figure 30*

| Law Enforcement Agency | Serial Number | Days at Medical | Days in Transit | Days at Law Enforcement | Days in Analysis |
|---|---|---|---|---|---|
| Columbus Police | 78787878 | 1 | 0 | 0* | |
| Columbus Police | 6789012345 | 1 | 0 | 0 | 0* |
| Columbus Police | 9876543210 | 1 | 0 | 0 | 0 |
| Columbus Police | 100000000005 | 0 | 0 | 2 | |
| Columbus Police | 100000000013 | 1 | 0 | 0 | 0 |
| **Columbus Police** **Total: 5 kits** | **Average:** | **0.80** | **0.00** | **0.40** | **0.00** |

*Figure 31*

**Number of SAEKs reported to law enforcement agency but not sent to law enforcement within 30 days;**

The report [Kits Exceeding Statutory Requirements], Figure 32, answers the question of SAEKs reported to law enforcement but not sent within 30 days, Figure 33.

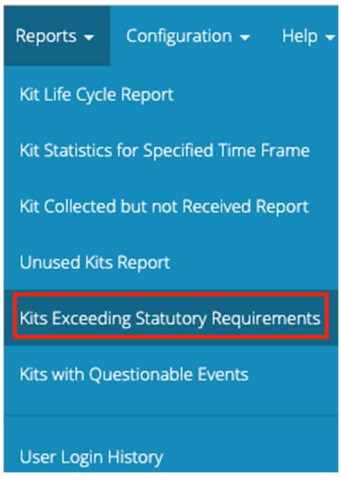



*Figure 32*


*Figure 33*

### Number of SAEKs tested by forensic lab within a date range;

Advanced search allows the user to query for all completed laboratory results within given time frame, Figure 34.

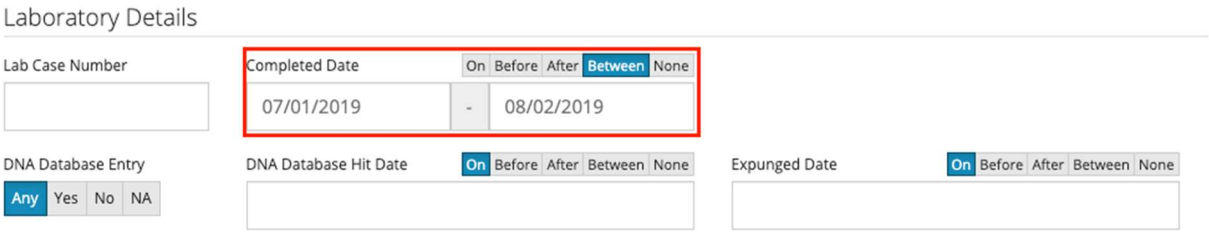



*Figure 34*

### Number of days from date of SAEK arrival at lab to date lab report issued;

Administrator users can use the [Kit Life Cycle Report], Figure 35, to display the number of days a SAEK was at a laboratory, Figure 36.

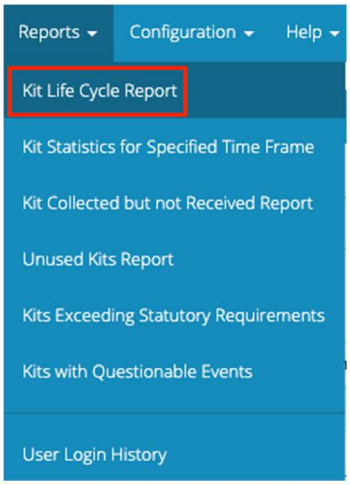



*Figure 35*

| Law Enforcement Agency | Serial Number | Days at Medical | Days in Transit | Days at Law Enforcement | Days in Analysis |
|---|---|---|---|---|---|
| Columbus Police | 78787878 | 1 | 0 | 0* | |
| Columbus Police | 6789012345 | 1 | 0 | 0 | 0* |
| Columbus Police | 9876543210 | 1 | 0 | 0 | 0 |
| Columbus Police | 100000000005 | 0 | 0 | 2 | |
| Columbus Police | 100000000013 | 1 | 0 | 0 | 0 |
| **Columbus Police** **Total: 5 kits** | **Average:** | **0.80** | **0.00** | **0.40** | **0.00** |
| **Grand Total: 5 kits** | **Average:** | **0.80** | **0.00** | **0.40** | **0.00** |

*Figure 36*

### Average and median time between forensic medical exam and SAEK tested to completion in forensic lab within a date range;

Administrator users can use the [Kit Life Cycle Report], Figure 35, to display the average time to completion of a SAEK, Figure 36.

### Number of SAEKs at a lab not yet tested, by county;

Advanced search allows the user to query for collected kits without a laboratory completion date within given time frame, Figure 34.

### Number of SAEKs tested within a date range;

Advanced search allows the user to query for all completed laboratory results within given time frame, Figure 34.

### Report of SAEKs not tested to completion and number of days each SAEK has been at lab;

Administrator users can use the [Kit Life Cycle Report], Figure 35, to display the number of days a SAEK was at a laboratory, Figure 36.

### Number of DNA profiles entered into DNA database(s)

Administrators can run the [Kit Statistics for Specified Time Frame], Figure 37, to get the number of DNA profiles entered into DNA database(s), Figure 38.

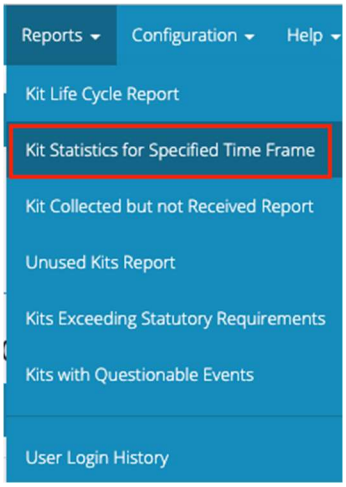
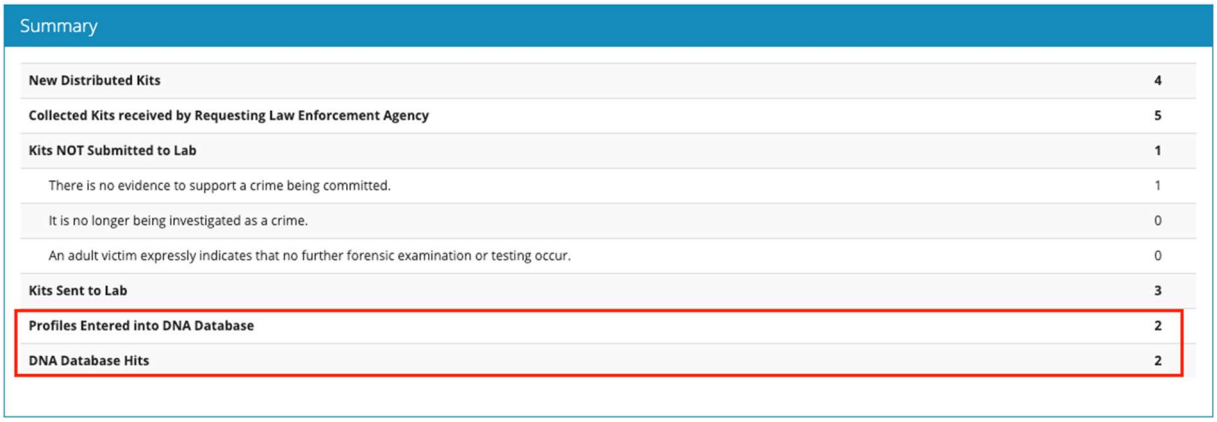



*Figure 37*



Summary

| | |
|---|---|
| **New Distributed Kits** | **4** |
| **Collected Kits received by Requesting Law Enforcement Agency** | **5** |
| **Kits NOT Submitted to Lab** | **1** |
| There is no evidence to support a crime being committed. | 1 |
| It is no longer being investigated as a crime. | 0 |
| An adult victim expressly indicates that no further forensic examination or testing occur. | 0 |
| **Kits Sent to Lab** | **3** |
| **Profiles Entered into DNA Database** | **2** |
| **DNA Database Hits** | **2** |

*Figure 38*

e. How the system will provide accessibility to authorized users in a web-based format.

The web-based solution is accessible to authorized users with an internet connection. The system can also be used on tablets and mobile devices.

f. How the proposal is accommodates the following:

i. How the Respondent proposes to include SAEKs already in possession of jurisdictional law enforcement agencies in the system.

In each implementation of the Solution, HMB has worked with our customers to import existing kits into the system. This is typically done with ETL tools and SQL scripts. Once the inventory of kits and their current status is identified, a database script will be generated to import into the newly deployed system.

ii. Information and resources the Respondent has available to train authorized users.

HMB proposes a "train-the-trainer" approach in which HMB will provide training and supporting training materials to CVAD staff who will serve as "Power Users" to empower these individuals to provide training to designated "Change Champions" throughout the State. Champions will be representative of the different user groups including county sheriffs, county attorneys, municipal LEAs, sexual assault nurse examiners, hospital staff, and crime lab staff. They serve as the first point of contact for local end users and help to ensure adoption of best practices in utilizing the system.

To support the training effort, a training video library has been developed. This library provides an easy-to-use, self-service, training platform for end users. It also enables a consistent training approach to support Change Champions in on-boarding new users over time. Lastly, HMB will also create quick start guides as leave-behind reference materials for each of the user types. These materials help ensure that each group understands what is changing with the new system and what the specific expectations are for their area. Our experience has shown that providing a layered training approach with ready access to both self-service materials as well as local expert resources best ensures adoption of new technology solutions.

iii. How the Respondent will provide assistance to test and implement the system.

At the start of the project, HMB will closely with CVAD to capture detailed requirements for the setup and configuration of the system including the users, locations, and reports. HMB will first test all features and functionality on our "Test Environment" and once we have confirmed the correct functionality against the requirements, we will then promote the solution to the "User Acceptance Testing Environment" for CVAD to inspect and test. HMB will work closely with CVAD to develop a User Acceptance Test Plan to ensure that all aspects of the system have been verified by CVAD prior to deploying to the "Production Environment." This approach ensures that we have aligned on expectations early in the process and that we have a comprehensive testing scheme to ensure there are no surprises when the solution is live in Production.

iv. How the Respondent provides support and maintenance to customers including, but not limited to, troubleshooting and other technical support, and software upgrades.

HMB is currently supporting this system for two other government entities; The State of Ohio Attorney General's Office, and the U.S. Territory of Puerto Rico Department of Public Safety. In addition to cloud hosting, HMB is providing Tier II and Tier III technical support, which includes troubleshooting, maintenance of software versioning, break-fix code changes, system availability and uptime.

This proposal assumes that HMB will host the solution with industry standard Service-Level Agreements (SLAs), provide ongoing maintenance and support, manage deployments and implement future enhancements funded by Iowa or any other State leveraging the solution. We will work with Iowa to determine the desired level of support and our model can be flexible to accommodate your specific needs.

v. Whether the system has the ability to interface with other systems already in use by authorized users' agencies including, but not limited to, police records system, laboratory information management systems.

No. The Solution does not currently interface with other systems out of the box. However, an API can be created to interface with Iowa's Police Records System or Laboratory Information Management System, if desired.

h. Respondent will provide a timeline indicating when they will meet the following milestones:
   i. System built and functional.
   ii. Testing period.
   iii. Go-live date.

### High-Level Timeline

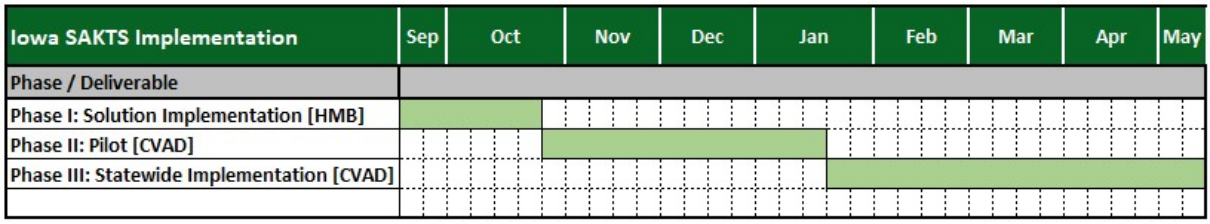



*Figure 39*

HMB is proposing that the Project be accomplished in three distinct phases: Solution Implementation, Pilot, and Statewide Implementation, Figure 39. HMB estimates the total time to complete the full rollout of the SAKTS system to be 34 weeks, but the duration of pilot and Statewide schedule is up to CVAD. The initial implementation phase will be complete, and the solution will be ready for the Pilot phase in 6 weeks.

### Phase I: Implementation

| Iowa SAKTS Implementation | | Sept | | October | | | | |
|---|---|---|---|---|---|---|---|---|
| | Week Starting: | 9/16 | 9/23 | 9/30 | 10/7 | 10/14 | 10/21 | 10/28 |
| | Week #: | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Status | Phase / Deliverable | | | | | | | |
| | **Phase I: Solution Implementation [HMB]** | | | | | | | |
| | *1. Project Schedule and Governance Plan* | | | | | | | |
| | *2. Requirements* | | | | | | | |
| | *3. Acceptance Test Plan* | | | | | | | |
| | *4. Install and Iowa-Specific Configuation* | | | | | | | |
| | *5. Solution Acceptance (UAT)* | | | | | | | |
| | *6. Managed Services Plan* | | | | | | | |
| | *7. Pilot Implementation Plan* | | | | | | | |
| | *8. High-Level Statewide Implementation Plan* | | | | | | | |
| | *9. Train-the-Trainer* | | | | | | | |
| | *MILESTONE: Go-Live* | | | | | | | |
| | | | | | | | | |

*Figure 40*

During Phase I: Solution Implementation, HMB will setup the Sexual Assault Evidence Kit Tracking and Reporting System and train CVAD power users. At the end of Phase I, the solution will be available and ready for Production use and will mark the start of the Managed Services agreement for ongoing maintenance and support of the system.

At the onset of HMB's engagement HMB will work closely with CVAD staff to establish a Project Governance Plan for how the team will execute on project activities. We will also work together to establish the Acceptance Test Plan to ensure that a comprehensive approach is taken to ensure that all solution expectations have been met.

Key members of the project team will demonstrate the current capabilities of the base system to the project sponsor and stakeholders. Following the demonstration HMB will work with CVAD staff to validate HMB identified gaps in existing base system which require customization to meet requirements laid out in the RFP. With validated requirements the HMB team will deploy the solution to the cloud environment, initiate a continuous

deployment pipeline, create any needed custom-built components, and perform necessary Iowa-specific setup and data population.

Based on our estimation and staffing plan, the Iowa Sexual Assault Evidence Kit Tracking and Reporting system will be delivered in 6 weeks, Figure 40. During this time, HMB will conduct on-site "train-the-trainer" sessions to empower CVAD and other system users to cross-train additional members and support large scale rollout of the system. Lastly, HMB will deliver Pilot and Statewide Implementation Plans to detail the approach to test and rollout the solution to End Users statewide, as well as a Managed Services Plan to detail the level of support and Service Level Agreements governing the ongoing Managed Services.

### Managed Services

Upon completion of the User Acceptance Testing and acceptance of the final solution the SAKTS system will be live and available in the Production environment. At this time HMB will begin execution of annual Managed Services which will include:

- Cloud-hosting, monitoring, and administration services
- Software support and maintenance services
- Implementation of approved enhancements sponsored by other States participating in the core "Government Open-Source" platform
- Tier 2 and Tier 3 multi-channel support consisting of live chat, phone, and online ticketing

Additional services such as Tier 1 support or ongoing training (webinar-based or in-person) are also available but have not been included in our proposal.

### Phase II: Pilot

| Iowa SAKTS Implementation | | Oct | November | | | | December | | | | January | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Starting: | 10/28 | 11/4 | 11/11 | 11/18 | 11/25 | 12/2 | 12/9 | 12/16 | 12/23 | 12/30 | 1/6 | 1/13 |
| | Week #: | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| Status | Phase / Deliverable | | | | | | | | | Holidays | | | |
| | **Phase II: Pilot [CVAD]** | | | | | | | | | | | | |
| | *Change Champion Training* | | | | | | | | | | | | |
| | *End User Training* | | | | | | | | | | | | |
| | *Pilot SAEKS Data Upload* | | | | | | | | | | | | |
| | *Pilot Period* | | | | | | | | | | | | |
| | *Lessons Learned and Planning Updates* | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

*Figure 41*

Once deployed, HMB will actively work with CVAD to import existing kits and provision new users to conduct a "Pilot" phase in a geographical region or as otherwise identified by CVAD. This Pilot will be utilized as a trial run for the full-scale rollout of the Program to all other identified regions within the State. This is an important step to catch potential problems in a real-world scenario that were not identified by the Project Team and helps ensure that further rollouts proceed smoothly.

We anticipate the pilot phase will run for at least 8 weeks, while end user training and admin user training takes place however this timeline may be adjusted by CVAD to meet your needs, Figure 41.

### Phase III: Statewide Implementation

| Iowa SAKTS Implementation | | January | | Febrary | | | | March | | | | April | | | | May | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Week Starting: | 1/20 | 1/27 | 2/3 | 2/10 | 2/17 | 2/24 | 3/2 | 3/9 | 3/16 | 3/23 | 3/30 | 4/6 | 4/13 | 4/20 | 4/27 | 5/4 |
| | Week #: | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 |
| Status | Phase / Deliverable | | | | | | | | | | | | | | | | |
| | Phase III: Statewide Implementation [CVAD] | | | | | | | | | | | | | | | | |
| | *Region 1* | | | | | | | | | | | | | | | | |
| | *Region 2* | | | | | | | | | | | | | | | | |
| | *Region 3* | | | | | | | | | | | | | | | | |
| | *Region 4* | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

*Figure 42*

Once the Pilot phase concludes, HMB will work with CVAD to extend the rollout State-wide. HMB will continue to guide CVAD throughout the rollout with activities mentioned above. HMB is assuming the rollout to be accomplished in four district regions over a period of one month each, however HMB will work with CVAD to develop a comprehensive State-wide rollout plan during the Implementation Phase, Figure 42.

## B. Respondent Background Information

1. Name, address, telephone number, fax number, and e-mail address of the Respondent including all d/b/a's, assumed, or other operating names of the Respondent and any local addresses and phone numbers.

   Harris, Mackessy & Brennan, Inc. d/b/a HMB
   570 Polaris Parkway, Suite 125
   Westerville, OH 43082
   Tel: 614.221.6831
   Fax: 614.221.6856
   www.hmbnet.com
   John.Sohner@hmbnet.com

2. Form of business entity, e.g., corporation, partnership, proprietorship, limited liability company.

   HMB is an Ohio corporation.

3. State of incorporation, state of formation, or state of organization.

   HMB is an Ohio corporation using federal tax identification number 31-1410213

4. The location(s) including address and telephone numbers of the offices and other facilities that relate to the Respondent's performance under the terms of this RFP.

   HMB Headquarters
   570 Polaris Parkway, Suite 200
   Westerville, OH 43082
   Tel: 614.221.6831

   HMB Louisville Office
   10503 Timberwood Circle, Suite #114
   Louisville, KY, 40206
   PH: 502.805.5120

5. Number of employees.

   HMB employs 265 full-time employees across a wide range of technology disciplines.

6. Type of business.

   HMB is a professional services and IT products business with over 25 years of IT consulting, project management, enterprise content management and system integration experience.

7. Name, address, telephone number, and e-mail address of the Respondent's representative to contact regarding all contractual and technical matters concerning the Proposal.

   Please contact John Sohner, Public Sector Lead regarding all contractual or technical matters concerning this proposal, including scheduling or other arrangements.

   John Sohner
   570 Polaris Parkway, Suite 200
   Westerville, OH 43082
   Tel: 614.370.3002
   jsohner@hmbnet.com

8. Name, address, telephone number, and e-mail address of the Respondent's representative to contact regarding scheduling and other arrangements.

   Please contact John Sohner, Public Sector Lead regarding all contractual or technical matters concerning this proposal, including scheduling or other arrangements.

   John Sohner
   570 Polaris Parkway, Suite 200
   Westerville, OH 43082
   Tel: 614.370.3002
   jsohner@hmbnet.com

9. The successful Respondent will be required to register to do business in Iowa before payments can be made. If already registered, provide the date of the Respondent's registration to do business in Iowa and the name of the Respondent's registered agent.

For vendor registration documents, go to:
https://das.iowa.gov/procurement/vendors/how-do-business

HMB acknowledges the requirement to register to do business in Iowa.

10. The number of lawyers, technology, and other support staff in each of the Contractor's offices.

    HMB's Columbus, OH office employs 204 technical consultants, 10 human resources, 2 accounting, and 19 business operations, and administrative staff.

    HMB's Louisville, KY office employs 26 technical consultants and 4 administrative staff.

11. Name, contact information, and qualifications of any subcontractors the Respondent proposes to use in providing goods and/or services required by the RFP and the nature of the goods and/or services the subcontractor would perform.

    HMB is not leveraging the services of any subcontractors in connection with this proposal.

## C. Experience

1. Number of years in business

   HMB has been in business for over 25 years.

2. Number of years of experience in providing the types of goods and/or services sought by the RFP.

   HMB has been working on Sexual Assault Evidence Kit Tracking Systems for the last two years, but has been creating, supporting and maintaining tracking and workflow management systems for over 20 years.

3. The level of technical experience in providing the types of goods and/or services sought by this RFP.

   HMB is a full-service custom software and IT services provider, organized by practices that are collectively able to deliver large scale software implementation projects. Be developing competencies in Project Management, Business Analysis, Quality Assurance, and Testing, our organization provides industry best-practices software development services for our clients. In fact, we consider it our core competency. HMB has been successful because our organization is structured in a way to promote growth and foster long-term careers.

   With more than 25 years of IT consulting, project management, enterprise content management and system integration experience, we've had the privilege of developing solutions for organizations in varying industries such as education, energy, real estate development, healthcare, and more. HMB built our team with outstanding people of high integrity and professionalism who are career-minded and believe in doing the right thing to consistently deliver the highest quality products and services.

   In this proposal, we will highlight our direct experience in providing custom software development solutions along with our proven methodologies for delivering exceptional value to our public sector clients. We will share with you our successes and how HMB's processes, tools, and leadership all go into successful outcomes for our clients.

   HMB has a long history offering innovative technical solutions to State and Local governments, successfully carrying out critical initiatives. Since our inception, we have

been committed to providing quality, value-added IT consulting services to many State and Local government organizations.

HMB is excited to offer a unique and cost-effective approach for meeting the needs of the Iowa Department of Justice's Sexual Assault Evidence Kit Tracking and Reporting System. At a high level, we plan to leverage an existing software solution originally developed by the State of Idaho and currently deployed in six other States, with the addition of custom components for the State of Iowa. We believe this will result in the most efficient solution and yield the highest return on the State's investment. Additionally, leveraging a public sector "open-source" project has added benefits for other public sector entities and furthers the mission of eliminating the backlog of untested sexual assault kits nationwide.

For additional information on Idaho's Sexual Assault Kit Tracking solution and the commitment from the State of Idaho to share the base software with the State of Ohio, please contact Matthew Gamette, Laboratory System Director for Idaho State Police Forensic Services at (208) 884-7217 or by email at matthew.gamette@isp.idaho.gov.

HMB has also worked closely with the State of North Carolina's Forensic Lab Director (retired 2019), John Byrd. North Carolina adopted the solution, which has been in production for over a year. John agreed to serve as a reference in connection with this proposal. He can be contacted by email at john.byrd30@gmail.com.

HMB has over 14 years of experience leveraging shared public sector "open-source" projects to add value for States across the county. In 2004, HMB built an online Federal Grants Management application for the Ohio Department of Education (ODE) that was funded by Federal dollars. ODE made this project available for other States to leverage and customize and HMB has since implemented, customized, and maintained the solution for 14 other States. In doing so, we have been able to streamline processes and reduce the cost for all customers of the software. This model has proven to be extremely beneficial and cost-efficient and would like to leverage our experience to bring the Iowa Department of Justice an efficient approach to developing the Sexual Assault Evidence Kit Tracking and Reporting System.

Our highly skilled team will customize an existing software solution to cover all the requested features and to deploy a proven and tested solution for the State of Iowa at a fraction of the cost and time required to build the system from scratch.

4. A description of all goods and/or services similar to those sought by this RFP that the Respondent has provided to private and governmental entities. For each similar project, the description must include:
   (a) Project title;
   (b) Project role (prime contractor or subcontractor);
   (c) Start and end dates of service;
   (d) Contract value;
   (e) General description of the scope of work;
   (f) Whether the goods and/or services were provided timely and within budget; and
   (g) Contact information for the client's project manager including address, telephone number, and email address.

**Ohio Attorney General's Office | Sexual Assault Kit Tracking System (SAKTS)**

August 2019 - Present
Prime Contractor (no subcontractors)
Contract Value: $620,000

Client: Ohio Attorney General's Office
Contact: Mark Edwards, CIO, Mark.Edwards@OhioAG.gov
Services: Custom Software Development, Organizational Change Management, Training, Risk Analysis, and Program/Project Management.

The Ohio Attorney General's Office selected HMB to implement and support the Sexual Assault Kit Tracking System. HMB proposed that Ohio leverage the base solution with customization and configurations for their needs.

HMB is currently working with the Office to finalize requirements and definition of support model before conducting the implementation phase.

**Custom Software Development | Ohio Pooled Collateral System (OPCS)**

September 2016 – June 2017
Prime Contractor (no subcontractors)
Contract Value: $2,900,000

Client: State of Ohio Treasurer's Office
Contact: Walt Myers, CFO, Walter.Myers@tos.ohio.gov, (614) 466-8046
Services: Custom Software Development, Risk Analysis, and Program/Project Management.

The Treasurer's Office partnered with HMB to build the Ohio Pooled Collateral System (OPCS) to assist the Ohio banking community manage and report on their collateral requirements. The web-based solution was completed within its projected nine-month timeline within budget.

Much like the approach for the Sexual Assault Evidence Kit Tracking and Reporting System, the OPCS project was complete in three phases: 1. Implementation and Customization, 2. Pilot Phase, 3. Statewide Rollout. HMB conducted many Organizational Change Management activites to help with communication and training, which were essential for a successful rollout. HMB has been supporting the system since its implementation.

The solution centralizes the collateral management, provides efficient and transparent reporting of public deposits and corresponding collateral, and reduces the administrative burden of managing the State program. The solution consists of a high-capacity daily file processing system, complex calculation engine, case management system, and a sophisticated financial reporting module. *Technologies: Microsoft .NET, AngularJS, RabbitMQ, MassTransit, Crystal Reports*

**Application Rewrite and Enhancement | Voter Registration System**

June 2018 – December 2018
Prime Contractor (no subcontractors)
Contract Value: $525,000

Client: Ohio Secretary of State's Office
Contact: Spencer Wood, CIO, swood@ohiosecretaryofstate.gov, (614) 644-1373
Services: Application Rewrite and Advisory Services, Reporting, Application Testing, and Program/Project Management.

The Ohio Secretary of State's Office partnered with HMB to rewrite and enhance their aging Voter Registration System. The original system was over 12 years old and implemented in a C++ technology, and was proving to be costly to maintain. HMB worked with the office to design and plan a modernization of the software, upgrading to a modern architecture utilizing Microsoft C#.NET technology. The approach made use of cyber security best practices at the heart of project by employing the National Institutes of Standards and Technologies, NIST, Framework for Improving Critical Infrastructure Cybersecurity Version 1.1. The framework provides approaches to help the Secretary of State to express their cybersecurity posture, target state, prioritized opportunities, assess progress and communicate to external stakeholders. In addition, enhancements were made to add an Event Store and Logging module to add transparency to be able to proactively monitor for errors and anomalies.

The additional enhancements also allow the office to easily respond to public records requests, add valuable reporting capabilities, and leave the office with a system that is maintainable and extensible. Furthermore, HMB implemented a Continuous Integration pipeline that includes the automation of a unit test suite and a simple, repeatable, one-click deployment process. *Technologies: Microsoft .NET, LogStash, RabbitMQ*

### Ohio Legislative Information Systems (LIS)- SOLAR, ERF, ROO

August 2015 – Present
Prime Contractor (no subcontractors)
Contract Value: $3,000,000

Client: Ohio Legislative Information Systems (LIS)
Contact: Kurt McDowell, CIO, kurt.mcdowell@lis.state.oh.us, (614) 752-7442
Services: Application Rewrite and Advisory Services, Reporting, Application Testing, and Program/Project Management.

LIS was experiencing significant issues with the SOLAR application (State of Ohio Legislative Application Repository) used for drafting and reviewing Bills, Resolutions, and Amendments by the State Legislature. HMB was engaged to analyze and assess the application issues that included performance issues, defects, and gap in functionality. HMB was then engaged to put IT processes in place to effectively address the issues, from project management, application architecture, testing and deployment processes. HMB developers were engage to remedy performance, stability and functional gaps. Based on the success of this initiative HMB was asked to re-platform two legacy applications, EFR and ROO, to a current Java platform. *Technologies: Python, Jira, Java, Microsoft SQLServer, JavaScript/jQuery*

### Tennessee Department of Education – Grants Management System

February 2013 – Present
Prime Contractor (no subcontractors)
Contract Value: $325,000

Client: Tennessee Department of Education
Contact: Eve Carney, Associate Executive Director, 615-532-1245, eve.carney@tn.gov
Services: Application Design and Development, Application Support and Maintenance.

The Tennessee Department of Education (TDOE) selected HMB to customize and implement HMB's eGrants solution. TDOE wanted to automate and streamline its improvement planning and grants administration process and felt that the HMB solution offered a robust, proven method for automating grant management. HMB worked with TDOE stakeholders to understand the specific needs of the state and implemented a solution that could accommodate those needs.

HMB delivered a solution in less than three months that included grant applications for eight programs and a planning component. TDOE was converted from an existing, in-house built, grant management system. During the deployment phase, HMB led both the SEA and LEA trainings. We traveled to regional trainings throughout the state of Tennessee to conduct LEA trainings.

Once deployment was complete, HMB continued its partnership with TDOE by providing hosting, support, implementation of fiscal components, and additional system enhancements. HMB is committed to its relationship with TDOE and has recently extended the initial contract into 2019.

In addition to the grant applications and planning component, the following items were delivered as part of the initial implementation or shortly thereafter:

- Implemented nightly interface to synchronize GMS organization data with the TDOE system of record for organization data
- Built interface to send approved payment data from GMS to the state accounting system, which would perform the actual electronic funds transfers
- Constructed nightly interface that checks the state accounting system for approved payments and once confirmation is received, then the GMS moves the request into a paid status
- Created LEA Document Library that allows the SEA to specify document types required to be uploaded by school districts
- Implemented functionality that allows the SEA to upload assessment data into the planning component.

The GMS implemented for TDOE has been very well received by both TDOE and LEA users. HMB was able to deliver a working solution in under three months that included a robust planning component that could be used by both districts and schools. A strong indication of how well the system has been received is the number of grants that have been added since the initial deployment. TDOE has automated an additional 62 grants since the system was released in May of 2013. Currently, the system has over 7,000 active users. *Technologies: Microsoft .NET*

5. Letters of reference or detailed contact information from three (3) previous customers or clients knowledgeable of the Respondent's performance in providing goods and/or services similar to those sought in this RFP, including a contact person, telephone number, and email address for each reference. CVAD prefers that Respondents submit letters of reference for services that were procured using a competitive selection process.

**Reference 1**

| Element | Reference: Detailed Information |
|---|---|
| Name of Client Agency | Ohio Secretary of State's Office |
| Client Address | 180 E. Broad Street |
| Client City, State, and ZIP Code | Columbus, OH 43215 |
| Contract Project Name, Date, and Number of Years Contracted | FXS Voter Registration System<br>June 2018 - Present (6 Months) |
| Client Primary Contact Name | Spencer Wood |
| Primary Contact Title | Interim Chief Information Officer, Deputy Chief of Staff |
| Primary Contact E-Mail | swood@ohiosecretaryofstate.gov |
| Primary Contact Telephone | (614)644-1373 |
| Relationship of Work Performed to That Required by RFQ | The Ohio Secretary of State's Office partnered with HMB to rewrite and enhance their aging Voter Registration System. The original system was over 12 years old and implemented in a C++ technology, and was proving to be costly to maintain. HMB worked with the office to design and plan a modernization of the software, upgrading to a modern architecture utilizing Microsoft C#.NET technology. In addition, enhancements were made to add an Event Store and Logging module to add transparency to be able to proactively monitor for errors and anomalies. The additional enhancements also allow the office to easily respond to public records requests, add valuable reporting capabilities, and leave the office with a system that is maintainable and extensible. Furthermore, HMB implemented a Continuous Integration pipeline that includes the automation of a unit test suite and a simple, repeatable, one-click deployment process. |

| | |
|---|---|
| | The FXS solution shares several similarities to the proposed Sexual Assault Kit Tracking system. The FXS system processes and stores secure information from all 88 counties into a consolidated database. |

**Reference 2**

| Element | Reference: Detailed Information |
|---|---|
| Name of Client Agency | Ohio Legislative Information Systems (LIS) |
| Client Address | 77 South High Street |
| Client City, State, and ZIP Code | Columbus, OH 43215 |
| Contract Project Name, Date, and Number of Years Contracted | SOLAR, ERF, ROO<br>August 2015 - Present (3+ years) |
| Client Primary Contact Name | Kurt McDowell |
| Primary Contact Title | Director, CIO |
| Primary Contact E-Mail | kurt.mcdowell@lis.state.oh.us |
| Primary Contact Telephone | (614) 752-7442 |
| Relationship of Work Performed to That Required by RFQ | LIS was experiencing significant issues with the SOLAR application (State of Ohio Legislative Application Repository) used for drafting and reviewing Bills, Resolutions, and Amendments by the State Legislature. HMB was engaged to analyze and assess the application issues that included performance issues, defects, and gap in functionality. HMB was then engaged to put IT processes in place to effectively address the issues, from project management, application architecture, testing and deployment processes. HMB developers were engage to remedy performance, stability and functional gaps. Based on the success of this initiative HMB was asked to re-platform two legacy applications, EFR and ROO, to a current Java platform. |

**Reference 3**

| Element | Reference: Detailed Information |
|---|---|
| Name of Client Agency | State of Ohio Treasurer's Office |
| Client Address | 30 E. Broad Street |
| Client City, State, and ZIP Code | Columbus, OH 43215 |
| Contract Project Name, Date, and Number of Years Contracted | Ohio Pooled Collateral System (OPCS)<br>September 2016 - Present (2+ years) |
| Client Primary Contact Name | Walter Myers |
| Primary Contact Title | Chief Financial Officer |
| Primary Contact E-Mail | walter.myers@tos.ohio.gov |
| Primary Contact Telephone | (614) 466-8046 |
| Relationship of Work Performed to That Required by RFQ | The Treasurer's Office partnered with HMB to build the Ohio Pooled Collateral System (OPCS). The custom web-based solution was completed within its projected nine-month time line. The solution centralizes the collateral management, provides efficient and transparent reporting of public deposits and corresponding collateral, and reduces the administrative burden of managing the State program. The solution consists of a high-capacity daily file processing system, complex calculation engine, case management system, and a sophisticated financial reporting module.<br><br>The OPCS solution shares several similarities to the proposed Sexual Assault Kit Tracking system. Both systems are public facing web applications that require various user and permission levels in a highly secure environment. The OPCS system requires high performance, processing more than 15,000 unique deposit account records daily and handles nearly 400 unique user logins each day.<br><br>Furthermore, the OPCS system was completed on a fixed-fee basis and delivered on time. The Ohio Pooled Collateral Program was mandated by Ohio Rev. Code §135.182. |

## D. Termination, Debarment, Litigation, and Investigation

1. Has the Respondent had a contract for goods and/or services terminated for any reason? If so, provide full details regarding the termination.

   No. HMB has not had a contract for goods or services terminated for any reason.

2. Describe any occurrences where the Respondent either has been subject to default or has received notice of default or failure to perform on a contract. Provide complete details related to the default or notice of default including the other party's name, address, telephone number, and email address.

   HMB has not been subject to default or received notice of default or failure to perform on a contract.

3. Describe any order, judgment, or decree of any federal or state authority barring, suspending, or otherwise limiting the right of the Respondent to engage in any business, practice, or activity.

   HMB is not restricted from engaging in any business, practice, or activity as a result of an order, judgment or decree of any federal or state authority and never has been.

4. Describe any damages, penalties, disincentives assessed, or payments withheld, or anything of value traded or given up by the Respondent under any of its existing or past contracts as it relates to goods and/or services provided that are similar to those sought by this RFP. Include the estimated cost of that incident to the Respondent with the details of the occurrence.

   HMB has never had damages, penalties, disincentives assessed, or payments withheld in connection with any existing or past contracts.

5. List and summarize all litigation or threatened litigation, administrative or regulatory proceedings, or similar matters to which the Respondent or its officers have been a party.

   HMB is not subject to any pending litigation or threatened litigation.

6. List any irregularities that have been discovered in any of the accounts maintained by the Respondent on behalf of others. Describe the circumstances all such irregularities or variances and detail how the issues were resolved.

   HMB has not experienced the discovery of any irregularities in connection with any client accounts.

## E. Acceptance of Terms and Conditions

A Contractor's submission of a Proposal constitutes: (1) acceptance of the terms and conditions, criteria, specifications, and requirements set forth in this RFP and any attachment or amendment hereto, without change; and (2) operates as a waiver of any and all objections to the contents of the RFP and all related terms, conditions and specifications. The Respondent must specifically agree and state in its transmittal letter that the Proposal is predicated upon the acceptance of all contractual terms and conditions stated in this RFP, including, without limitation, § 6 of the RFP and any contract(s) attached to or incorporated by reference into this RFP. If the Respondent objects or takes exception to any term or condition, the Contractor must comply with all of the requirements and procedures stated in § 6. Should the apparent successful Respondent take exception(s) to such terms and conditions, CVAD reserves the right to reject such exception(s) and may elect to terminate negotiations with the apparent successful Respondent. Without limiting CVAD's rights, CVAD may, in its sole discretion, reject a Proposal where any objection, exception or response materially alters any term, condition or specification of this RFP (including any attachment or amendment hereto), or if the Respondent submits its own terms and conditions or otherwise fails to follow the process described herein.

HMB agrees that submission of a Proposal constitutes: (1) acceptance of the terms and conditions, criteria, specifications, and requirements set forth in this RFP and any attachment or amendment hereto, without change; and (2) operates as a waiver of any and all objections to the contents of the RFP and all related terms, conditions and specifications.

## F. Certification Letter

The Respondent must sign and submit with the Proposal the document included as Attachment #1 (Certification Letter) in which the Respondent shall make the certifications included in Attachment #1

Please see Attachment #1: Certification Letter for the signed Certification Letter.

## G. Authorization to Release Information

The Respondent must sign and submit with the Proposal the document included as Attachment #2 (Authorization to Release Information Letter) in which the Respondent authorizes the release of information to CVAD.

Please see Attachment #2: Authorization to Release Information.

## H. Firm Proposal Terms

The Respondent must guarantee in writing the availability of the goods and/or services offered and that all Proposal terms, including price, will remain firm a minimum of 120 days following the deadline for submitting Proposals.

HMB guarantees the availability of all goods/services offered and that all Proposal terms, including price, will remain firm a minimum of 120 days following the deadline for submitting Proposals.

# Attachment 1:
## *Certification Letter*

**Attachment 1**
**Certification Letter**

August 2, 2019

Robert Hamill, Issuing Officer
Iowa Department of Justice, Crime Victim Assistance Division
Lucas State Office Building
321 E. 12th Street
Des Moines, Iowa 50319
robert.hamill@ag.iowa.gov

Re: **Sexual Assault Evidence Kit Tracking and Reporting System**
Request for Proposal
RFP No. 2020-01
PROPOSAL CERTIFICATIONS

Dear Mr. Hamill:

I certify that the contents of the Proposal submitted on behalf of **HMB** ("Respondent") in response to the Iowa Department's for Request for Proposal Number 2020-01 for a Sexual Assault Evidence Kit Tracking and Reporting System
("RFP") are true and accurate. I also certify that Respondent has not knowingly made any false statements in its Proposal.

**Certification of Independence**

I certify that I am a representative of "Respondent" expressly authorized to make the following certifications on behalf of Respondent. By submitting a Proposal in response to the RFP, I certify on behalf of Respondent that:

1. Respondent has developed the Proposal independently, without consultation, communication, or agreement with any employee or consultant to CVAD, or with any person serving as a member of the evaluation committee.
2. Respondent has developed the Proposal independently, without consultation, communication, or agreement with any other contractor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, Respondent has not and will not knowingly disclose, directly or indirectly, information found in the Proposal before CVAD's issuance of the Notice of Intent to Award the contract.
4. Respondent has not attempted to induce any other Respondent to submit or not to submit a Proposal for the purpose restricting competition.

5. No relationship exists or will exist during the contract period between Respondent and CVAD or any other State of Iowa entity that interferes with fair competition or constitutes a conflict of interest.

**Certification Regarding Debarment**

6. I certify that, to the best of my knowledge, neither Respondent nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal agency or State agency; (b) have, within a three year period preceding this Proposal, been convicted of, or had a civil judgment rendered against them for: commission of fraud, 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 antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for, or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which CVAD has relied upon when this transaction was entered into. If it is later determined that Contractor knowingly rendered an erroneous certification, in addition to other remedies available, CVAD may pursue available remedies including debarment of the Respondent, or suspension or termination of the contract.

Respondent also acknowledges that CVAD may declare the Respondent's Proposal or resulting contract void if the above certification is false. The Respondent also understands that fraudulent certification may result in CVAD or its representative filing for damages for breach of contract in additional to other remedies available to CVAD.

Sincerely,

Doug Donovan, Chief Strategy Officer

# Attachment 2:
## *Authorization to Release Information*

**Attachment 2**
**Authorization to Release Information Letter**

August 2, 2019

Robert Hamill, Issuing Officer
Iowa Department of Justice, Crime Victim Assistance Division
Lucas State Office Building
315 E. 12th Street
Des Moines, Iowa 50319
robert.hamill@ag.iowa.gov

Re: **Sexual Assault Evidence Kit Tracking and Reporting System**
RFP No. 2020-01
AUTHORIZATION TO RELEASE INFORMATION

Dear Mr. Hamill:
HMB ("Respondent") hereby authorizes the Iowa Department of Justice, Crime Victim Assistance Division ("CVAD") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Respondent in response to Request for Proposal Number 2020-01 ("RFP").

Respondent acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. Respondent acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. Respondent is willing to take that risk.
Respondent hereby releases, acquits and forever discharges the State of Iowa, CVAD, their officers, directors, employees and agents from all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Respondent that it may have or ever claim to have relating to information, data, opinions, and references obtained by CVAD or the Evaluation Committee in the evaluation and selection of a successful Respondent in response to the RFP.

Respondent authorizes representatives of CVAD and the Evaluation Committee to contact any of the persons, entities, and references that are, directly or indirectly, listed, submitted, or referenced in the Respondent's Proposal submitted in response to the RFP.

Respondent further authorizes all persons, entities to provide information, data, and opinions about Respondent's performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Respondent's Proposal. Respondent hereby releases, acquits, and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting Respondent that it may have or ever claim to have relating to information, data, opinions, and references supplied to CVAD or the Evaluation Committee in the evaluation and selection of a successful respondent in response to the RFP.

A photocopy or facsimile of this signed Authorization is as valid as an original.

Sincerely,

August 2, 2019

_____ _____

Doug Donovan, Chief Strategy Officer Date

Harris, Mackessy & Brennan, Inc. (d/b/a HMB)