

# **FLORIDA DEPARTMENT OF LAW ENFORCEMENT**



## **REQUEST FOR INFORMATION (RFI) 1505 FOR Radio Frequency Identification (RFID)**

**September 2014**

## **I. INTRODUCTION**

The Florida Department of Law Enforcement (FDLE), Investigations and Forensic Services Program Office is requesting information regarding the feasibility of Radio Frequency Identification (RFID) technology for use in the statewide crime laboratory system.

## **II. PURPOSE OF AN RFI**

Pursuant to Rule 60A-1.042, Florida Administrative Code (F.A.C.), an agency may request information by issuing a written Request for Information. Agencies may use Requests for Information in circumstances including, but not limited to, determining whether or not to competitively procure a commodity or contractual services, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation. A Vendor's response to an RFI is not an offer and the agency may not use the Vendor's submission to justify a contract with that Vendor without otherwise complying with Chapter 287, F.S., and Rule 60A-1.042, F.A.C. Vendors submitting a response to an agency's RFI are not prohibited from responding to any related subsequent solicitation.

## **III. BACKGROUND**

Chapter 943, Florida Statutes, establishes a statewide criminal analysis laboratory system to provide services upon request to law enforcement agencies in the state of Florida. The FDLE crime lab provides timely, expert and professional examination of evidentiary materials to aid in the investigation, prosecution and/or exclusion of criminal offenses by utilizing sophisticated scientific equipment and proven techniques. FDLE has six internationally accredited laboratories which are located in Ft. Myers, Jacksonville, Orlando, Pensacola, Tallahassee and Tampa Bay. The FDLE crime laboratory system provides evidentiary analysis in ten forensic disciplines: Biology/DNA, Chemistry, Crime Scene, Digital Evidence, DNA Database, Firearms, Latent Prints, Toxicology, Trace Evidence and Questioned Documents.

FDLE utilizes a Laboratory Information Management System (LIMS) designed and supported by the Porter Lee Corporation for the purpose of tracking items of evidence submitted to the FDLE laboratories for analysis. FDLE receives items of evidence from law enforcement contributors and each item of evidence has a barcode label affixed for tracking purposes. FDLE generates approximately 250,000 barcodes each year for the evidence and case files. Barcodes are also utilized to track the case files related to the submission of the evidence. FDLE procedures require that an inventory be conducted quarterly on all evidence housed in a storage facility. If during the inventory process an item cannot be found, locating the item can be at times lengthy. FDLE utilizes secure

vaults, freezers, files rooms, warehouses, processing cabinets and garages for storage of files and evidence.

#### **IV. STATEMENT OF NEED AND TECHNICAL INFORMATION**

FDLE's objective is to implement a passive RFID smart tag system in the six FDLE crime laboratories (Pensacola, Tallahassee, Jacksonville, Orlando, Tampa, and Ft. Myers), and continue to print 1D barcodes for evidence submitted but embed a passive smart tag RFID in the barcode label. The system may be required to interface with the existing LIMS system in order to accurately track items of evidence. The system must utilize both fixed and portable RFID readers for the purposes of locating and identifying items of evidence and case files. In the event an item of evidence needs be located within a contributor's vault, the system must have the capability to locate items in remote off-site locations. The system must have a chain of custody audit/item tracking capability to include utilizing standardized reports as well as ad hoc reports.

FDLE seeks to identify the capability of RFID systems including software, hardware, training, maintenance, technical support, consulting and other services necessary to implement and support of the system in the FDLE crime laboratory system.

#### **V. QUESTIONS FOR VENDORS**

In response to this RFI, and addressing the items identified in the Statement of Need and Technical Information Section, please provide the following information:

##### **TAB 1 – Introduction**

Provide a cover letter, the vendor's primary point of contact and contact information (name, title, address, telephone number(s), fax number and an e-mail address)

##### **TAB 2 – Requested Information and Responses** *(Please reprint each request with your response)*

The **Department's** intent is to identify potential vendors that can fulfill the functional requirements listed in section IV. Potential vendors should address all of the needs listed above in a statement of work with at least the following sections at a minimum:

1. Introduction
2. Background
3. Goals
4. Objectives
5. Deliverables
6. Technical details (hardware, software and operating systems required)

7. Personnel assigned and contact information (company name, phone, email)
8. Proposed budget
9. Examples of previous projects completed by the vendor

### **TAB 3 – Sample Pricing Information**

Provide general pricing information (not a specific price quote) for variables impacting the price, and other fees/charges for debit card processing services. Please also provide specific details about how the vendor is compensated for the services provided.

**PLEASE DO NOT PROVIDE A SPECIFIC PRICE QUOTE.** To preserve your ability to bid on a future procurement related to this RFI it is important to provide general pricing information only (i.e., competitive ranges and variables impacting price; not a specific price quote.)

### **TAB 4 – Additional Information**

Provide additional information Vendor believes will be helpful in evaluating whether and how to contract with an exceptional service provider.

## **VI. PROCESS**

Responses to this RFI will be reviewed by the Department for informational purposes only. A vendor's response to this Request for Information is not an offer and FDLE will not use the vendor's submission to justify a contract with that vendor without otherwise complying with Chapter 287, F.S., and Chapter 60A-1, F.A.C.

FDLE Investigations & Forensic Sciences is requesting information, and will review the responses received from this RFI, for purposes including, but not limited to, determining whether or not to competitively procure a solution, determining what solicitation process to use for a particular need, or researching general, special, and/or technical specifications for a solicitation.

Vendors submitting answers to an agency's Request for Information are not prohibited from responding to any related subsequent solicitation.

## **VII. RESPONSE INSTRUCTIONS AND FORMAT**

Please submit one electronic copy to the Procurement Officer noted in Section XII below no later than the time and date noted in the Section VIII., Timeline. Responses must reference the RFI No.: FDLE RFI 1505 in the subject line of the response submission.

The Vendor shall organize their response submittal contents as follows:

**Tab 1** Introduction

**Tab 2** Requested Information and Responses

**Tab 3** Sample Pricing Information

**Tab 4** Additional Information

**VIII. TIMELINE**

Listed below are important dates/times on which actions must be taken or completed. If the Department finds it necessary to update any of the dates/times noted, it will be accomplished by an Addendum to the RFI. All times listed below are local time in Tallahassee, Florida.

<b>DATE</b>	<b>TIME</b>	
September 10, 2014		RFI posted on Vendor Bid System (VBS)
September 19, 2014	5:00 PM ET	Vendor Questions Due, by 5:00PM ET
September, 25 2014		FDLE Posts Reponses to Questions (Anticipated Date)
October 3, 2014	3:00 PM ET	Vendor Responses Due

**IX. RFI QUESTIONS AND CONTACT WITH THE STATE**

Please submit all questions concerning the RFI in writing via electronic mail or fax.

Questions regarding this RFI shall be submitted in writing to the Procurement Officer identified in Section XII by the date and time specified in the Timeline or as amended by the Department. Questions may be submitted via email. Questions will not be answered via telephone. The Department will post answers to questions received on the Vendor Bid System by the close of business on the date stated in the Timeline.

Please direct any questions or issues regarding this RFI to the Procurement Officer identified herein.

**X. VENDOR COSTS**

Vendors are responsible for all costs associated with the preparation, submission, and any potential meeting to discuss this Request for Information. The State of Florida,

Department of Law Enforcement, or Investigations & Forensic Science Program will not be responsible for any vendor-related costs associated with responding to this request.

**XI. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET MATERIAL**

The Department takes its public records responsibilities as provided under Chapter 119, Florida Statutes and Article I, Section 24 of the Florida Constitution, very seriously. If Vendor considers any portion of the documents, data or records submitted in response to this RFI to be confidential, trade secret or otherwise not subject to disclosure pursuant to chapter 119, Florida Statutes, the Florida Constitution or other authority, Vendor must also simultaneously provide the Department with a separate redacted copy of its RFI, on CD, and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy shall contain the Department's RFI name, number, and the name of the Vendor on the cover, and shall be clearly titled "Redacted Copy."

The Redacted Copy shall be provided to the Department at the same time Vendor submits its response to the RFI and must only exclude or obliterate those exact portions which are claimed confidential, proprietary, or trade secret. The Vendor shall be responsible for defending its determination that the redacted portions of its RFI response are confidential, trade secret or otherwise not subject to disclosure. Further, Vendor shall protect, defend, and indemnify the Department for any and all claims arising from or relating to Vendor determination that the redacted portions of its RFI response are confidential, proprietary, trade secret or otherwise not subject to disclosure. If Vendor fails to submit a Redacted Copy with its response, the Department is authorized to produce the entire documents, data or records submitted by Vendor in answer to a public records request for these records.

**XII. PROCUREMENT OFFICER**

Diana K. Trahan, CPPB, FCCM, FCCN  
Office of General Services/Purchasing  
2331 Phillips Road  
Tallahassee, Florida 32308  
Telephone No.: (850) 410-7316  
Fax No.: (850) 410-7333  
E-mail: [FDLEOGSContracts@fdle.state.fl.us](mailto:FDLEOGSContracts@fdle.state.fl.us)

This contact person is the only authorized individual to respond to RFI comments and questions.