

## Addendum 1 - Attachment C – CCH Specifications

### Requirements Framework

This section introduces the recommended framework in which requirements for the future ALEA CCH are presented for the purposes of competitive solicitation. Requirements for this system will be presented in the following way:

- *Functional Requirements* – Those requirements that support the functionality, processes, business rules, inputs, and products needed in the future ALEA CCH solution.
- *Technical Requirements* – Those requirements that describe the State of Alabama’s and ALEA’s information technology (IT) policies and standards, infrastructure, user interface, interfaces to other systems, and security specifications for the future ALEA CCH system.

Following is a discussion of how requirements are presented to prospective proposers and how the proposers are instructed to respond to the solicitation.

### Requirements Presentation

Requirements for the ALEA CCH system will be presented in the table format shown below. Functional and technical requirements will be listed in a separate but similar format. Each requirement will be listed under its own ID number.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
1	Requirement Detail 1				
2	Requirement Detail 2				
3	Requirement Detail 3				

Vendors will be instructed to complete their responses to each requirement as described below. The definition for each of the response types above is also explained in the following section.

The following table provides the definition for and understanding of each of the response options in the table above. In responding to these requirements regarding functions, features, and reporting capabilities, each vendor will be instructed to mark a response box that accurately indicates its current or future ability to provide each requirement. In addition, each vendor will be instructed to explain in detail

how and where its solution meets the requirement. Vendor responses will be balanced against the system approach and architecture model proposed.

Response Box	Definition
Current Capability or Configurable Item	Requirement will be met by the proposed future ALEA CCH solution that is installed and operational in other states and can be demonstrated to the ALEA. <i>The cost of requirements receiving this response must be included in the cost of the base package, and the requirements must be delivered with the baseline solution at installation.</i>
Future Release	Requirement will be met by a future release of the product. The cost of requirements receiving this response must be included in the cost of the base package, and the requirements must be delivered within one year of baseline solution installation.
Custom Development	Requirement will be met by package software currently under development, in beta test, or not yet released. The cost of requirements receiving this response must be included in the cost of the base package, and the requirements must be delivered with the baseline solution at installation.
Not Available	Requirement cannot be provided either as part of the baseline solution or future enhancement.

## Responding to Requirements

This section calls on the vendors to group together, in order, all of the requirements and responses by response type (for example, all of those marked Current Capability or Configurable Items in order, with detailed descriptions, followed by those marked as Future Release, etc.). Vendors must follow the outline below for the ALEA CCH requirements response section of the overall proposal.

In their proposals, the vendors **shall** provide a comprehensive written description of their approach to all requirements in the specification. Vendors must first use and insert the requirement specifications tables, as provided in the solicitation, into their proposals and respond directly to each specification entry by placing an “X” in the applicable column in each row. The definition of each column heading in the requirement specification table is provided below and in the RFP section related to instructions for preparing provider responses.

For each requirement, in requirement ID order, providers are to:

Place an “X” in the appropriate column in the response form, per the definitions below.

- Add two rows after each requirement ID, providing the following information:
  - » In the first of these two rows, for each requirement ID, provide a detailed explanation for their responses to each requirement ID, according to the format outlined in the table below.

- » In the second of these two rows, for each requirement ID, provide information on the section and/or pages(s) in the proposal where requirement is addressed or other method(s) of verification.

Requirement ID	Response Explanation
Current Capability or Configurable Item	
List <i>each requirement ID</i> , so marked, in the same order as in the specifications tables.	For each requirement ID listed, vendors must provide a <i>detailed explanation</i> of how the specification is met.
Future Release	
List <i>each requirement ID</i> , so marked, in the same order as in the specification's tables.	For each requirement ID listed, vendors must provide a <i>detailed explanation</i> of when and how the specification will be met within 1 year of installation.
Custom Development	
List <i>each requirement ID</i> , so marked, in the same order as in the specification's tables.	For each requirement ID listed, vendors must provide a <i>detailed explanation</i> of how the specification will be customized, implemented, and maintained. Vendors may also note whether the associated custom development will be provided as part of the base package without additional cost.
Not Available	
List <i>each requirement ID</i> , so marked, in the same order as in the specification's tables.	For each requirement ID listed, vendors must provide a <i>detailed explanation</i> of why they chose not to provide the specified feature.

**NOTE:** Each functional specification in the proposal must be addressed directly or it will be assumed that vendors cannot accomplish the specification and/or deliverable. ALEA prefers vendor systems that meet all specifications with minimum customization required.

## Functional Requirements

This section includes the baseline set of functional business requirements for the future ALEA CCH system environment. These baseline requirements are broken down into the functional areas of criminal records management, including business process, analysis, action and decision, and work flow.

## Business Process Requirements

The table below presents the core functional business components of the future CCH environment and includes the functionality necessary to meet business processing needs such as data entry, query, response, and messaging.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Submission</b>					
<b>CBP-1</b>	The proposed system should, at minimum, be functionally and operationally compliant with all elements of the current CCH system.				
<b>CBP-2</b>	The proposed system should employ event-driven processes.				
<b>CBP-3</b>	The proposed system should provide transaction-level authorization capabilities.				
<b>CBP-4</b>	The proposed system should have the ability to add/enter, update, seal (neither disseminated nor deleted), expunge (neither disseminated nor deleted), and reactivate a criminal record and/or supplemental record for an individual based on appropriate user security authorizations.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CBP-5</b>	<p>The proposed system should have the ability, <u>for criminal records</u>, to view, print, add/enter, update, merge, unmerge, seal, unseal, expunge, unexpunge, delete, and un-delete the following types of records and data for an individual:</p> <ul style="list-style-type: none"> <li>• Identification record.</li> <li>• Arrest data.</li> <li>• Prosecution data.</li> <li>• Judicial data.</li> <li>• Custodial data.</li> <li>• Supervision data.</li> <li>• Deceased data.</li> <li>• Sex offender data.</li> <li>• Supplemental data.</li> <li>• Juvenile data.</li> <li>• Relationship to Victim (RTV) data.</li> </ul>				
<b>CBP-6</b>	<p>The proposed system should have the ability, <u>for non-criminal applicant records</u>, to view, print, merge, unmerge, delete, and un-delete the following types of records and data for an individual:</p> <ul style="list-style-type: none"> <li>• Identification record.</li> <li>• Deceased data.</li> <li>• Supplemental data.</li> <li>• Non-criminal applicant record/data.</li> </ul>				
<b>CBP-7</b>	<p>The proposed system should provide the capability for the courts to submit dispositions electronically. The disposition should post automatically to the original arrest when mandatory identifiers are manually verified. These identifiers should be configurable and determined by ALEA policy.</p>				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CBP-8</b>	The proposed system should provide a notification if an existing record is updated with new a name previously not on file for a given SID based on the completion of a fingerprint search through the ABIS system.				
<b>CBP-9</b>	The proposed system should provide the ability to successfully create a new CCH record based on an arrest fingerprint submission. If a fingerprint-based submission does not match an existing fingerprint-based state identification (SID), create a new SID.				
<b>CBP-10</b>	The proposed system should allow for the creation of a CCH record with a SID without a fingerprint card.				
<b>CBP-11</b>	The proposed system should provide the ability to automatically identify the status of items being processed by the CCH application, including when received, rejected, entered, submitted for processing, submitted to other entities, returned by other entities, and completed.				
<b>CBP-12</b>	The proposed system should provide the ability to delete a single item, as well as a selected list of items (multiple deletions), from work in process.				
<b>CBP-13</b>	The proposed system should be capable of processing all of the following current state types of transactions (TOTs) in electronic and manual form: arrest (adult/juvenile), applicant (fee/criminal justice), and inquiries (fingerprint/non-fingerprint). The proposed system should also be capable of processing any new transactions that may be required in the future.				
<b>CBP-14</b>	The proposed system should allow for the automated handling of non-reportable arrest charges. These charges are from cases which may/do not meet the criteria for retention on the state CCH, for example non-criminal traffic charges associated with a custodial (criminal) arrest.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CBP-15</b>	The proposed system should provide the ability to enter and validate criminal history information from the standard criminal fingerprint card, including criminal fingerprints, applicant/other fingerprints, dispositions, etc.				
<b>CBP-16</b>	The proposed system should provide the ability to link arrest records to other supplemental records.				
<b>CBP-17</b>	The proposed system should provide the ability to record arrests for noncompliance, such as failure to appear and probation violation, that are fingerprint-based and linked to the appropriate previously reported case information.				
<b>CBP-18</b>	The proposed system should provide the ability to accept and validate electronically submitted arrest and charge-related information, validating all table-driven data and other configurable elements.				
<b>CBP-19</b>	The proposed system should provide the ability to internally process all incoming submissions, both manual and electronic. This includes all edits, validations, and response methodologies.				
<b>CBP-20</b>	The proposed system should provide the ability to enter and validate applicant information from the standard applicant fingerprint card.				
<b>CBP-21</b>	The proposed system should provide facilities or configurability tools to comply with any law or regulation that permits, prohibits, or regulates the release of arrest, disposition, or conviction information based on specific statute codes.				
<b>CBP-22</b>	The proposed system should provide the ability to validate all transactions received to ensure that they meet format and content requirements.				
<b>CBP-23</b>	The proposed system should provide cross-field edit rules on any system tables that may exist.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CBP-24</b>	The proposed system should accept error correction transactions submitted both manually and electronically that are related to arrest, judgment, and sentence.				
<b>CBP-25</b>	The proposed system should provide the ability to retrieve images from the CCH repository as well as other repositories of digital facial images that may be available to members of the criminal justice community.				
<b>CBP-26</b>	The proposed system should provide the ability to collect and display images from multiple sources, as a configurable feature for ALEA.				
<b>CBP-27</b>	The proposed system should provide the ability to automatically update the personal descriptors on a record if additional descriptors or updates are given. If there are elements of the new arrest record that are not the same as those on file, the proposed system should retain these elements historically.				
<b>CBP-28</b>	The proposed system should provide the ability to efficiently support high-volume batch processing of inquiry, add, and update transactions against the database. It should also support all edit checks that are required in non-batch processing. In addition, there should be provisions for handling rejects.				
<b>CBP-29</b>	The proposed system should provide automatic notifications to other Criminal Justice Information Services (CJIS) systems (e.g., National Crime Information Center [NCIC], National Sex Offender Registry (NSOR), Interstate Identification Index [III], Next Generation Identification (NGI), National Instant Background Check System [NICS]) as well as any authorized agency that has received a record dissemination when an entire criminal record or a specific incident on the record is sealed, unsealed, expunged, unexpunged, deleted or modified.				



ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CBP-30</b>	The proposed system should have the capability to communicate/notify the FBI when an Alabama Youthful Offender Act or a Technical (arrested and booked by municipality for felony, then transported and booked into County detention duplicating the arrest charges-County charges protected from dissemination-currently manual process) arrest has been updated.				
<b>CBP-31</b>	The proposed system should provide a system response time that meets or improves upon that of the current system.				
<b>CBP-32</b>	The proposed system should have the ability to send appropriate flags to, and receive them from, applicable databases and/or systems (e.g., DNA on file, registered sex offender, wanted person).				
<b>CBP-33</b>	The proposed system should have the ability to apply flags received from applicable databases and/or systems.				
<b>CBP-34</b>	The proposed system should be capable of storing individual status flags and retaining them historically.				
<b>CBP-35</b>	The proposed solution should be capable of sending a NICS transaction to the NICS indices and populating the CCH record with a flag to indicate that an entry has been made in the NICS Indices and the State Prohibited Person database regarding disqualifying information as the result of defined dispositions received for individuals.				
<b>CBP-36</b>	The proposed system should have the ability to respond to all inquiries and/or requests, including those name-based background checks received via a user application or the Internet.				
<b>CBP-37</b>	The proposed system should have the ability to maintain a table(s) of the most current edits and/or business rules related to criminal history.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CBP-38</b>	The proposed system should be capable of retaining all forms of alias data elements and providing the option to view all alias elements (and their corresponding arrest event).				
<b>CBP-39</b>	The proposed system should be capable of providing an ability to change the date a record is protected from dissemination. When automating a record that is protected from dissemination that was set years ago, the user should still be able to input the original date the record was protected from dissemination. The proposed system should default to the current date but should have the ability to modify this field.				
<b>CBP-40</b>	The proposed system should be capable of adding a field with the person record with a pick list which includes: "Alias used for this arrest is a result of identity theft" or "Subject is a victim of Identity Theft."				
<b>CBP-41</b>	The proposed system should be capable of providing a prompt for a literal charge on Uniform Charge Table codes.				
<b>CBP-42</b>	The proposed system should be capable of minimally accommodating and processing all the transaction types outlined in the FBI's EBTS (Electronic Biometric Transmission Specification) as noted in the RFP as well as all Interstate Identification Index (III) message keys (MKEs).				
<b>CBP-43</b>	The proposed system should support ALEA compliance with and participation in the National Fingerprint File (NFF) program should the State of Alabama enact the National Crime Prevention and Privacy Compact.				
<b>CBP-44</b>	The proposed system should be able to provide an indication if a given record has been updated from a manually filed fingerprint card.				
<b>Name Search</b>					
<b>CBP-45</b>	The proposed system should have the ability to perform Soundex name searches for all names on file for an individual.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CBP-46</b>	The proposed system's name search component should employ techniques that accommodate parsing errors for stored names, e.g., first and last names reversed.				
<b>CBP-47</b>	The proposed system's name search component should incorporate nicknames, titles, prefixes, similarity of spellings, and other name information when conducting searches.				
<b>CBP-48</b>	The proposed system's name search component should recognize cultural differences in names and employ these differences when searching.				
<b>CBP-49</b>	The proposed system's name search component should allow for the use of selectable search/matching criteria (use of wildcard characters as well as Boolean operators (using simple words like "and", "or", "not" and "and not") providing focused results).				
<b>CBP-50</b>	The proposed system should accommodate the use and entry of special characters in names, such as apostrophes, hyphens, and other such characters that are part of a legal name.				
<b>Output</b>					
<b>CBP-51</b>	The proposed system should provide the ability to interface with any existing check-endorsement equipment.				
<b>CBP-52</b>	The proposed system should provide the ability for role-based access to the check-endorsement equipment.				
<b>CBP-53</b>	The proposed system should auto-generate hit/no hit letters and the corresponding correct rap sheet (full or conviction only) based on fingerprint results.				
<b>CBP-54</b>	The proposed system should have the capability to notify authorized entities of an arrest for one of their employees or an applicant for whom a fingerprint-based background check was performed. This capability should either be configured to be automatic or based on a subscription by the entity.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
	<ul style="list-style-type: none"> <li>The entity can select/de-select persons/applicants to be subject of the notifications.</li> <li>Organizational information can be captured in a configurable table.</li> </ul>				

### Rap Back Requirements

Currently, ALEA desires to implement state level rap back functionality in the new CCH. ALEA does not yet participate in the FBI's NGI federal rap back services program. While the functionality for the federal program is not in scope for the initial implementation of the future CCH solution, this is functionality that ALEA may decide to implement in the new CCH.

The proposed CCH solution must be capable of supporting both Alabama-only rap back functionality and provide functionality that supports and complies with the federal NGI Rap Back Program in the event that ALEA chooses to participate in this program.

The table below identifies the components required of the future ALEA CCH system to support Rap Back notifications for criminal justice and civil purposes. The system must support the generation, evaluation, and dissemination of notifications based on Rap Back rules and statutory limitations.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Rap Back</b>					
<b>RAP-1</b>	<p>The proposed solution shall support background check requests from a variety of input sources, including:</p> <ul style="list-style-type: none"> <li>Web requests.</li> <li>Interfaces with other authorized agencies.</li> <li>Written requests.</li> <li>In-person requests.</li> </ul>				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>RAP-2</b>	The proposed solution shall provide Rap Back functionality for federal and state level enrollments.				
<b>RAP-3</b>	The proposed solution shall provide a mechanism for authorized agencies to track the submission of their background checks.				
<b>RAP-4</b>	The proposed solution shall provide functionality to align rap back services with Alabama law.				
<b>RAP-5</b>	The proposed solution shall allow authorized agencies to request background checks using fingerprints or name/DOB.				
<b>RAP-6</b>	The proposed solution shall provide the ability for an authorized agency to request multiple background checks at once (e.g., batch submission of requests).				
<b>RAP-7</b>	The proposed solution shall provide the ability, if applicable, to accept informed consent from the subject of a background check, via paper or electronic methods.				
<b>RAP-8</b>	The proposed solution shall provide the ability, if applicable, to generate the informed consent form.				
<b>RAP-9</b>	The proposed solution shall support manual processes when a paper-based background check request is submitted.				
<b>RAP-10</b>	The proposed solution shall provide the ability to redact portions of the results per any applicable Alabama statutes or ALEA policies and administrative needs regarding dissemination rules.				
<b>RAP-11</b>	The proposed solution shall allow authorized agencies to receive background check status and results via a secure website.				
<b>RAP-12</b>	The proposed solution shall automatically update the status of background checks that are in process.				
<b>RAP-13</b>	The proposed solution shall allow authorized ALEA users to manually adjust the status/priority of background checks that are in process.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>RAP-14</b>	The proposed solution shall allow authorized entities to subscribe to rap back services for criminal justice and non-criminal justice purposes.				
<b>RAP-15</b>	The proposed solution shall allow ALEA to authorize subscribers (agencies or employers) to have access to appropriate and authorized rap back services.				
<b>RAP-16</b>	The proposed solution shall support, if applicable, a subscriber review or verification process prior to releasing the details of the rap back event (confirming that the subject of the event is still employed by or of interest to the subscriber prior to the release of any criminal justice information).				
<b>RAP-17</b>	The proposed solution shall allow an authorized subscriber to enroll subjects (probationers, predatory offenders, persons under official law enforcement supervision, persons under investigation, etc.) in rap back criminal justice services, including: <ul style="list-style-type: none"> <li>• Submitting fingerprints or other biometric identifiers.</li> <li>• Selecting the purpose of rap back enrollment.</li> <li>• Selecting the term of enrollment.</li> </ul>				
<b>RAP-18</b>	The proposed solution shall support, if applicable, a rap back subscription verification process, including generating a test notification to the subscriber.				
<b>RAP-19</b>	The proposed solution shall support the rap back subject enrollment modification process, including managing the enrollment term and/or purpose.				
<b>RAP-20</b>	The proposed solution shall support rap back subject data modification process, including adding aliases or updating address information.				
<b>RAP-21</b>	The proposed solution shall provide the capability for rap back subscribers to manage notifications.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>RAP-22</b>	The proposed solution shall support rap back subscription and notification by event or category, in accordance with federal rap back standards.				
<b>RAP-23</b>	The proposed solution shall provide the capability for ALEA to define/manage rap back notification triggers.				
<b>RAP-24</b>	The proposed solution shall provide the ability to manage disenrollment (or unsubscribe) from rap back services.				
<b>RAP-25</b>	The proposed solution shall provide the ability to trigger rap back notifications.				
<b>RAP-26</b>	The proposed solution shall provide the ability to send rap back notifications to authorized subscribers in the appropriate form and manner according to configurable statutory dissemination rules.				
<b>RAP-27</b>	The proposed solution shall support rap back management reports for ALEA.				
<b>RAP-28</b>	The proposed solution shall support managing rap back, including: <ul style="list-style-type: none"> <li>Defining rap back types (e.g., criminal/civilian, event/category).</li> <li>Setting fees for rap back services.</li> </ul>				
<b>RAP-29</b>	The proposed solution shall support background check response/rap sheet redaction rules in accordance with configurable statutory dissemination rules.				
<b>RAP-30</b>	The proposed solution shall provide the necessary accounting mechanisms to collect rap back transactions/payments (and then to distribute them as required for both state and federal fees and fee tiers), and then exchanging these transactions/payments with the State of Alabama accounting system or other possible accounting system via an API (application programming interface) or similar.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
RAP-31	(removed)				
<b>Rap Back Standards</b>					
RAP-32	The proposed solution should follow the most recent version of the FBI's Next Generation Identification (NGI) Program Rap Back Service <i>Noncriminal Justice Policy and Implementation Guide</i> .				
RAP-33	The CCH system <i>should</i> follow the most recent version of the FBI's Next Generation Identification (NGI) Program Rap Back Service <i>Criminal Justice Policy and Implementation Guide</i> .				

### Analysis Requirements

The table below presents the components required of the future ALEA CCH system relative to the use of the data captured for subsequent analytical decision making, including various types of online and hard copy reporting specifications.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Analysis</b>					
CAN-1	The proposed system should provide the ability to view individual records for quality assurance (QA) purposes.				
CAN-2	The proposed system should provide the ability for users to write optional free-form comments detailing the reason(s) for changes to a record. These comments should be viewable only by authorized users.				



ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CAN-3</b>	The proposed system should provide the capability to export report data into any of the standard and commercially available software/report packages or formats such as: .xls, .csv, .txt, Portable Document Format (PDF) and eXtensible Markup Language (XML).				
<b>CAN-4</b>	The proposed system should provide standardized daily, weekly, and monthly system management and QA reports.				
<b>CAN-5</b>	The proposed system should provide a set of standard system and data reports, as well as individual statistics.				
<b>CAN-6</b>	The proposed system should provide the ability to create/generate custom reports as determined by the user on any of the data elements in the CCH database.				
<b>CAN-7</b>	The proposed system should provide the ability to screen for duplicate submissions or persons records.				
<b>CAN-8</b>	The proposed system should provide a way to flag any problems (e.g., possible consolidations, duplicate records/arrests, records that need multi state and Triple III established or incomplete records).				
<b>CAN-9</b>	The proposed system should provide the ability to process both the III Synchronization and the Correlation Files.				
<b>CAN-10</b>	The proposed system should provide the ability to generate validation and audit reports on demand for possible future records quality audits.				
<b>CAN-11</b>	The proposed system should provide the ability to automatically produce and print data quality audit reports.				
<b>CAN-12</b>	The proposed system should maintain an audit trail and have the ability to query the audit data based on specific search criteria. The proposed system should also maintain a historical log of the original data.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CAN-13</b>	The proposed system should provide the ability to automatically monitor reporting time frames and generate a report that can be sent to reporting entities.				
<b>CAN-14</b>	The proposed system should provide an indication if the courts have no disposition for the "old" arrests, as well as to add images of the supporting documentation.				
<b>CAN-15</b>	The proposed system should provide the capability for statistical analysis of all submissions of criminal history information, including sources, methods of submission, date of submission, type of error, and rate of error (relative to overall volume).				
<b>CAN-16</b>	The proposed system should produce and print a report indicating the completeness and timeliness of each of the major data items collected.				
<b>CAN-17</b>	The proposed system should provide the ability to automatically produce and distribute reports via e-mail or the mail.				
<b>CAN-18</b>	The proposed system should provide the ability to produce reports of items or transactions that are in process.				
<b>CAN-19</b>	The proposed system should produce a report that provides a daily count of all CCH update transactions, including rejected submissions.				
<b>CAN-20</b>	The proposed system should provide the ability to produce a report of all updates to the system (transaction type and counts).				
<b>CAN-21</b>	The proposed system should produce a report that provides a count of specified elements of the CCH system.				
<b>CAN-22</b>	The proposed system should provide the ability to produce a summary of person-related information, such as name, race, sex, height, and other personal identifiers. The user should then have the ability to inquire into details presented in the summary. In addition, the proposed system should allow for the viewing of person-related images such as pictures or documents.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CAN-23</b>	The proposed system should provide the ability to produce a summary of arrest-related information by any ALEA-configurable data elements. The user should then have the ability to inquire into details related to the summary.				
<b>CAN-24</b>	The proposed system should provide the ability to produce a summary of charge-related information, such as charge date, disposition, and pertinent contact information. The user should then have the ability to inquire into details related to the summary.				
<b>CAN-25</b>	The proposed system should provide the ability to produce a summary of court case-related information by any ALEA-configurable data elements. The user should then have the ability to inquire into details related to the summary.				
<b>CAN-26</b>	Authorized users should have the ability to query the proposed system's database(s) based on specific search criteria.				
<b>CAN-27</b>	The proposed system should be capable of providing a weekly report to identify new convictions in CCH that may already have a DNA arrestee sample collected. The proposed system should also be capable of producing the batch process to update DNA flags in CCH.				
<b>CAN-28</b>	The proposed system should be capable of printing any of the reports or other outputs at administratively configurable locations/printers.				
<b>CAN-29</b>	The proposed system should be capable of supporting ad hoc searching and browsing of CCH records by investigators or other authorized users in the form of an investigative tool. Examples include searching by name, alias name, date of birth (DOB), and height/weight range.				
<b>CAN-30</b>	The proposed system should be capable of supporting a reporting function that can minimally provide data by reporting jurisdiction.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CAN-31</b>	The proposed system should provide a field that allows comments/remarks to be entered into the field. This field should be displayed on a rap sheet.				
<b>CAN-32</b>	The proposed system should allow an indication of “no disposition available” for arrests in database with no dispositions that are “old” and documentation is no longer available or exists.				
<b>CAN-33</b>	The proposed system should provide a tab for the courts to electronically submit any death notifications/obituaries or any legal documents advising of a person’s death.				
<b>CAN-34</b>	The proposed system should indicate the charge level and class for each charge (e.g., B Felony, A misdemeanor, violation, etc.)				
<b>CAN-35</b>	The proposed system should allow for an amended charge/adjudication.				
<b>CAN-36</b>	The proposed system should prohibit a user from saving a record that is Youthful Offender Act, sealed, or no bill not in protected status and ensure the multi state and Ill pointer has been removed.				
<b>CAN-37</b>	The proposed system should allow that charges protected due to juvenile/Youthful Offender Act/No Bill arrests shall remain protected regardless of future charges.				
<b>CAN-38</b>	The proposed system should provide the capability to capture a person’s occupation, such as work information and place of employment name, address, phone number, and title.				

### Action and Decision Requirements

The table below includes the components required to allow users of the future ALEA CCH system to render business decisions based on the analytical information presented. These decisions should have a downstream effect on other system users. For example, an authorized agency may request background information for an applicant and receive subsequent criminal history updates regarding that applicant.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Responses and Notifications</b>					
<b>CAD-1</b>	The proposed system should provide the ability to identify, and highlight specified convicted charges on a record (i.e., officer safety flags).				
<b>CAD-2</b>	The proposed system should support the utilization of additional flags that can be set based on data entered to the judicial segment of the record.				
<b>CAD-3</b>	The proposed system should provide the ability to close specific criminal history information and control dissemination in accordance with the governing Revised Statutes Annotated (RSAs). When disseminated, the data should be prefixed with a statement that quotes the allowances for use and dissemination of the information. This includes the ability to prevent the dissemination of specific records on a national level if a record may not be released for any purpose, i.e., sealing a record maintained at III.				
<b>CAD-4</b>	The proposed system should have the ability to create a rap sheet or response based upon specific criteria.				
<b>CAD-5</b>	The proposed system should have the ability to send a rap sheet or response based upon routing criteria.				
<b>CAD-6</b>	The proposed system should have the ability to limit the data provided in the rap sheet or response based on specified criteria.				
<b>CAD-7</b>	Authorized users should have the ability to request one or multiple rap sheets and have the ability to either view or print the requested rap sheets.				
<b>CAD-8</b>	Authorized users should have the capability to track, display, and print rap sheet dissemination history information for an individual.				
<b>CAD-9</b>	<b>The proposed system should have the ability to create error and reject message(s) and route these messages to the appropriate device, process, or agency.</b>				

## Workflow Requirements

The table below describes specifications related to the routing, processing, verification, and storage of information in the future ALEA CCH environment.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>General Workflow</b>					
<b>CWF-1</b>	The proposed system should provide the ability to perform validations on all incoming data. If an error exists, the system should automatically (or be configured to) send to a “problem” queue or return to the originator for correction.				
<b>CWF-2</b>	The proposed system should provide the ability to process requests for criminal history records from a work-in-process queue.				
<b>CWF-3</b>	The proposed system should provide the ability to track an item of work in process and report its status on request.				
<b>CWF-4</b>	The proposed system should allow for nonsequential processing of criminal history data capture (e.g., the entry of disposition information before arrest or fingerprint-based identification information is entered).				
<b>CWF-5</b>	The proposed system should provide the ability to generate ALEA-configured tracking numbers for transactions.				
<b>CWF-6</b>	The proposed system should provide the ability to match and apply add-on information to an existing record (arrest, charge, and disposition).				
<b>CWF-7</b>	The proposed system should provide the ability to process requests for record corrections, either as a deletion of data/record or as a modification of data/record.				
<b>CWF-8</b>	The proposed system should provide the ability to produce and print current workflow reports.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CWF-9</b>	The proposed system should provide for the ability to enter and validate all violation, misdemeanor, and felony arrest information.				
<b>CWF-10</b>	The proposed system should recognize a SID in a transaction as either new or existing and proceed with the update accordingly.				
<b>CWF-11</b>	The proposed system should incorporate specific edits that control entry of a new record if the mandatory data elements are not provided or if the data does not meet the specified requirements for retention.				
<b>CWF-12</b>	The proposed system should provide a process of rejecting records that includes identification, selection, and communication with the submitting agency.				
<b>CWF-13</b>	The proposed system should provide the ability to produce a detailed and explanatory response to transactions that do not meet all format and content requirements, such as CCH updates or searches. Explanatory responses should be sufficient for a typical end user to interpret its meaning and its implications for corrective action.				
<b>Miscellaneous Transactions</b>					
<b>CWF-14</b>	The proposed system should have the ability to perform III deletions.				
<b>CWF-15</b>	The proposed system should be capable of automatically resolving from the III queue any transaction in the queue that is completed. This same capability is required for any of the other queues that exist on CCH.				
<b>CWF-16</b>	The proposed system should provide the ability to request both summary and detailed information.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>CWF-17</b>	The proposed system should provide the ability to modify an individual's primary name, DOB, Social Security number (SSN), and other primary descriptor elements without deleting and re-adding the individual's record completely.				
<b>CWF-18</b>	The proposed system should have the ability to perform a full record request, based on a specified purpose code.				
<b>CWF-19</b>	The proposed system should have the ability to consolidate multiple SID numbers and all associated criminal history data for these SIDs (identification, supplemental, arrest, and judicial).				
<b>CWF-20</b>	The proposed system should have the ability to provide an e-mail (or otherwise electronic) notification that SIDs have been consolidated.				
<b>CWF-21</b>	The proposed system should provide the ability to set or remove an Identification for Firearms Sales (IFFS) flag from CCH automatically and manually.				
<b>CWF-22</b>	The proposed system should interface with the NICS Indices and be able to set a date range. An example would be a drug charge that would only be disqualified for 365 (or other configurable number) days.				
<b>CWF-23</b>	The proposed system should allow for collection of contact info to provide entry of courts, police departments, sheriff departments, etc. contact information available (ORI, address, phone #, fax #, email, point-of-contact)				
<b>Pending Queue</b>					
<b>CWF-24</b>	The proposed system should have the ability to delete a charge held in the pending queue for an individual.				
<b>CWF-25</b>	The proposed system should have the ability to delete a record held in the pending queue for an individual.				



ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
CWF-26	Authorized users should have the ability to search the pending queue file based on specified search criteria.				
CWF-27	The proposed system should have the ability to modify records held in the pending or any other queue for an individual.				
CWF-28	<b>The proposed system should have the ability to apply pending data to the CCH database when an arrest is entered for data held in the pending queue.</b>				

#### Optional Functional Requirements

The table below describes specifications that are desired but optional in the future ALEA CCH Environment.

	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Responses and Notifications</b>					
OPT-1	The proposed system should provide the ability to automatically produce and print labels with bar codes (for the batch scanning of multiple document types), ALEA-configurable tracking numbers, or any other user-configurable data element (using label printer).				

**NOTE:** The requirements in this Optional Functional Requirements table above are desired by ALEA but are **optional** (Not Mandatory/Must) in the vendor's standard or proposed solution. While not initially in scope, vendors are required to respond to each of these optional requirements above in terms of their ability to deliver the functionality. Depending upon vendor's response to **each** of these optional functional requirements, vendor **must** also include the additional cost, **separately**,

for ***each*** of these optional requirements above in their *Attachment G - Cost Response* form if ALEA elects to include them in the final solution configuration.

## Technical Requirements

This section includes the baseline set of technical requirements for the future ALEA CCH system environment. These baseline requirements are broken down into the technical areas of criminal records management, including infrastructure, applications, publication, integration, and management and administration.

### Infrastructure Requirements

The table below describes elements that provide technology systems and deliver secure and reliable systems. These elements are primarily hardware and networking components.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Hardware</b>					
IN-1	The proposed system(s) should be adaptive and use extensible architecture for future expansion and scalability without the need for major architectural modifications.				
IN-2	The proposed system(s) should be able to minimally process 4,000 transactions per day.				
IN-3	The operational production availability of the proposed system(s) should be at least 99.8%.				
IN-4	The proposed system(s) should be able to provide a response within 1 second of the request being received.				
IN-5	The proposed system(s) should have the capability to execute scheduled, unattended, online system backup.				
IN-6	The proposed system(s) should have the ability to restore from system backups.				
IN-7	The proposed system(s) should operate in conjunction with any ALEA storage manager or backup system that is in place.				
IN-8	The proposed system(s) should be capable of operating on open standards-based platforms, including desktop PCs, and mobile computers.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
IN-9	The proposed system(s) should operate on all user-application-enabled platforms, including desktop PCs, and mobile computers.				
IN-10	The proposed system(s) should be capable of accommodating the current CCH records and database metrics in the RFP. The proposed system(s) should also be sized to accommodate growth of 10% per year.				
<b>Networking</b>					
IN-11	The proposed system(s) should support secure encrypted electronic transmissions.				
IN-12	<b>The proposed system(s) should enable the CCH system to use the Internet as part of its network infrastructure while maintaining required security policies.</b>				

### Applications Requirements

The table below describes components required of the software systems that ensure operability in the target environment and includes software platform, storage, and data model specifications.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Applications</b>					
AP-1	The proposed system(s) should provide for access to and manipulation of the database and DB management system.				
AP-2	The proposed system(s) should provide controls to ensure the referential integrity between related data elements in a multiuser environment.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
AP-3	The proposed system(s) application screens should account for the various current functions within the ALEA CCH unit. These screens should have configurable field order to match the fields on the current source documents.				
AP-4	The proposed system(s) should support the capability to either view screens in graphics mode while also enabling “heads down” data entry utilizing just the keyboard and keyboard shortcuts or utilize touch-screen technology.				
AP-5	The proposed system(s) should allow the entry of criminal history data using the existing standard set of codes (table driven) and abbreviations, including offense and disposition codes.				
AP-6	The proposed system(s) should allow for updates via keyboard entry and the Automated Biometric Identification System (ABIS).				
AP-7	The proposed system(s) should provide robust system backup/archiving tools and strategies.				
AP-8	The proposed system(s) should provide system database rollback tools.				
AP-9	The proposed system(s) should provide system transaction logging for the purposes of database recovery in the event of system failure.				
AP10	The proposed system(s) should support the use of pointing devices, hot keys, key combinations, buttons, and hyperlinks.				
AP-11	The proposed system(s) should provide a visual distinction between mandatory and non-mandatory fields, validate data upon submission of the screen for posting, and display errors on the appropriate screen to the user.				
AP-12	The proposed system’s(s’) client application screens should be printable (to configurable local or networked printers) using print commands provided by the system’s user application.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
AP-13	The proposed system(s) should support automatic upgrades or updates.				
<b>User Interface and Organization</b>					
AP-14	The proposed system(s) should provide access to all CCH functions through a logical set of menus. The proposed system(s) should also recognize message switch criminal history-related message keys and understand the function intended.				
AP-15	The proposed system's(s') user interface should be a GUI with the capability of tabbing between fields.				
AP-16	The proposed system(s) should provide default values for fields based on previous input, referential lookup, or other mechanisms. .				
AP-17	The proposed system(s) should provide lookup tables for valid values for fields.				
AP-18	The proposed system(s) should allow for input from peripheral scanners, readers, and other devices.				
AP-19	The proposed system(s) should provide for the storing of the code values and effective dates per code.				
AP-20	The proposed system(s) should translate codes to English language words or phrases on output screens and reports for all codes used (e.g., originating agency identifier (ORI), offense codes, and field names).				
AP-21	The proposed system(s) should support configurable data validation routines within the application.				
AP-22	The proposed system(s) should support the ability to synchronize the current CCH SID and the ABIS composite SID records.				
AP-23	The proposed system(s) should have the ability to perform III/FBI synchronizations and other batch or off-line utility functions.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
AP-24	The proposed system(s) should be capable of providing a system message in-box for administrative messages coming to CCH from the message switch. This should be viewable for programmers and supervisors.				
<b>Database and Data Model</b>					
AP-25	The offeror should convert the existing data and databases so as to migrate the current CCH and SOR databases to the new system. The vendor should also provide as part of the response a description of how the data and databases should be converted.				
AP-26	The proposed system(s) should support the ability to maintain a replication of the CCH database on either a query server or as part of the disaster recovery option.				
AP-27	The offeror should auto-convert 98% of the existing data and databases.				
AP-28	<b>The offeror should have a manual conversion process for the remaining 2% of the existing data and databases that did not get converted in the auto-convert process.</b>				

### Publication Requirements

The table below lists components required to ensure user access to information captured by the desired system and includes such elements as global search engine indexing, report-writing services, data transformation services, and subscription and notification systems.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Dissemination and Reports</b>					
<b>PU-1</b>	The proposed system(s) should comply with state and federal laws prohibiting dissemination or release of non-conviction data, such as arrest-only records, except for authorized criminal justice agencies through tools that allow for simple security maintenance.				
<b>PU-2</b>	The proposed system(s) should ensure criminal history record dissemination is controlled by the source of the search and the data available.				
<b>PU-3</b>	The proposed system(s) should be capable of reproducing a particular response (from that point in time) for a specified and configurable period of time. This time period should default to 3 years initially but should be table-driven and user configurable.				
<b>PU-4</b>	The proposed system(s) should provide for the ability to respond to an applicant fingerprint or name search via paper, electronically to an e-mail address, electronically via currently supported interfaces, or to a data file accessible by the user via the Internet.				
<b>PU-5</b>	The proposed system(s) should produce specific standard criminal history reports in the proper formats, such as the current state format, national standard rap sheet, as well as new "information products" that allow requestors to tailor the display of data.				
<b>PU-6</b>	The proposed system(s) should allow dissemination of criminal history record information to an individual/agency via the system's user application and over the Internet.				
<b>PU-7</b>	The proposed system(s) should provide the ability to record receipt of background check information by the intended recipient.				
<b>PU-8</b>	The proposed system(s) should provide the ability to generate notifications both to users and other systems in response to submissions or updates.				



ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>PU-9</b>	The proposed system(s) should enable data extracts into any of the commercially available or standard software packages, such as Microsoft Excel, Word, and others).				
<b>PU-10</b>	The proposed system(s) should produce a daily report that provides the number of SID notifications and SID corrections.				
<b>PU-11</b>	The proposed system(s) should provide the ability to search for an individual's record using one or multiple attributes, including ALEA-configured tracking number or SID number, name, DOB, sex, race, and SSN, as well as scars, marks, and tattoos.				
<b>PU-12</b>	The proposed system(s) should provide the ability to search results that include the individual's record or a list of candidates from which to choose. For each candidate, the list should provide identifying attributes, such as name, DOB, sex, race, and SSN. In addition, the search result should identify the matching attributes of the search and present the results in ranking order based on the weight given a matching attribute as is currently provided in a multiple-hit response.				
<b>PU-13</b>	The proposed system(s) should provide the ability to retrieve complete criminal history records, including previously suppressed convictions (if applicable), with a single search (given that necessary data elements are entered to properly distinguish an individual record).				
<b>PU-14</b>	The proposed system(s) should provide ability to perform ad hoc queries.				
<b>PU-15</b>	The proposed system(s) should have ad hoc reporting capabilities.				
<b>PU-16</b>	The proposed system(s) should have the ability to create and maintain standardized reports.				
<b>PU-17</b>	The proposed system(s) should have subscription services capabilities.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
PU-18	The proposed system(s) should be capable of providing an electronic “work report” for the employee to print out daily for the supervisor to review.				

### Integration Requirements

The table below describes components involved in the exchange of information between the future CCH system and related public safety systems. Specifications here pertain to the interfaces that move information between systems at a predetermined time (i.e., batch and/or real-time interfaces).

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Interfaces</b>					
IT-1	The proposed system(s) should provide for automated dissemination of state rap sheets to other state and criminal justice agencies via the state message switch (in current format) for those using message switch terminals.				
IT-2	The proposed system(s) should provide for automated dissemination of state rap sheets to other state and criminal justice agencies via the Internet for those using Internet browsers.				
IT-3	The proposed system(s) should accept requests for criminal history record information on an individual via the message switch.				
IT-4	The proposed system(s) should interface with the ALEA State Message Switch and Message Switch terminals, as well as with NLETS.				
IT-5	The proposed system should interface with the Law Enforcement Agency’s Driver License System (LEADS) for DL information, as well				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
	as with Offender Watch, and FPPD.				
IT-6	The proposed system should interface with the Center for Advanced Public Safety (CAPS) products such as ADVANCE, AlaCOP, CARE, Drive Sober Mobile App, eCite, eCrash, eCrime, eSearch & eSwear, LETSGo, MapClick, MOVE, and OIVS as necessary and appropriate.				
IT-7	The proposed system(s) should interface with the state ALEA ABIS, and the statewide Live-Scan deployment.				
IT-8	The proposed system(s) should be capable of automatically sending/receiving transactions to/from ABIS that should delete a fingerprint image when a SID is deleted from the criminal history record.				
IT-9	The proposed system(s) should automatically send/receive transmissions to/from ABIS to suppress a record when the SID record has been suppressed by disposition or court order.				
IT-10	The proposed system(s) should provide the ability to convert and send/receive data to/from ABIS or the ABIS Archive based on the ABIS interface control document (ICD).				
IT-11	The proposed system(s) should provide the ability to convert CCH data as required to meet the FBI EBTS and electronic reporting of fingerprint records. In addition, provide a method of automated disposition reporting in accordance with one of the electronic methods for updating the NGI System.				
IT-12	The proposed system(s) should provide the ability to send electronic FBI-formatted messages and receive responses in FBI format i.e., NIEM XML format.				
IT-13	The proposed system(s) should provide for automated submission of administrative messages from Nlets as well as the FBI (\$.A) unsolicited messages FBI to the new criminal history system.				
IT-14	The proposed system(s) should allow submission of criminal history information (initial and supplemental) from both automated and				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
	non-automated systems.				
IT-15	The proposed system(s) should provide for automated FBI responses (FBI rap sheets) via the state message switch (in current message switch format).				
IT-16	The proposed system(s) should provide the ability to efficiently support high-volume batch processing of inquiry, insert, and update transactions against the database. In addition, the proposed system(s) should be able to handle batch canceling of records.				
IT-17	The proposed system(s) should provide the ability to send a transaction to automatically update the NCIC and III record when a new name, DOB, or other demographic data is added to the CCH system.				
IT-18	The proposed system(s) should provide for data structure that identifies other files linked to the criminal history record (i.e., palm-print files, DNA files, ABIS record Y or N, wants/warrants, and SOR).				
IT-19	The proposed system(s) should support authentication of interfaces as well as validation of the data being exchanged.				
IT-20	The proposed system(s) should have the ability to receive queries from external systems and/or databases.				
IT-21	The proposed system(s) should have the ability to respond back to external system and/or database queries.				
IT-22	The proposed system(s) should be capable of full interface and data exchange capability with the state supported SOR system.				
IT-23	The proposed system(s) should be capable of adding a field for "DNA on file" information to be forwarded to the NSOR				
IT-24	The proposed system(s) should be capable of providing an inquiry by ALEA-configured tracking number for message switch terminals to track terminal and user functionality.				

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
IT-25	The proposed system(s) should be capable of integrating with or providing a tracking module to track fingerprint card status/flow as well as tracking any or all transactions processed by the system.				
IT-26	The proposed system(s) should be capable of providing the capability to keep CCH in sync with the ABIS database. All corrections/merges initiated by CCH need to flow through to all interfaced systems, as appropriate.				
IT-27	The proposed system(s) should be capable of minimally providing the interfaces and information exchanges outlined in the RFP, including but not limited to: NGI, NCIC, NICS, III, NSOR, Alabama SOR, and the Alabama state message switch.				
IT-28	The proposed system(s) should be capable of automatically sending information to NCIC via the ALEA message switch, both on entry and or modification. This transmission should be automatically triggered when the appropriate entry or modification is made. An error message should be returned with the specific reason that the record is rejected or remains "sent" with no response.				
IT-29	The proposed system should be capable of receiving data from a municipal court via vendor provided interface specification.				
IT-30	The proposed system(s) should be capable of interfacing with credit card payment systems, as well as with the ALEA accounting and law enforcement billing system as appropriate and necessary.				
IT-31	The proposed systems should be capable of an interface with Administrative Office of the Courts (AOC) for arrest, charge and disposition data; as well as with the MSG municipal disposition data.				

## Management and Administration Requirements

The table below lists components associated with the management and administration of the proposed system, including the components necessary to ensure successful operation in the desired technical environment, as well as applicable standards and vendor support.

ID	Requirement	Current Capability or Configurable Item	Future Release	Custom Development	Not Available
<b>Vendor Support</b>					
<b>MA-1</b>	The proposed system(s) should be based on open systems and open standards (nonproprietary) architecture.				
<b>MA-2</b>	The proposed system(s) should provide for data entry verification based on the roles or permissions of the individual, agency, or outside system.				
<b>MA-3</b>	The proposed system(s) should provide the ability to maintain an agency profile table for providing applicant search requests.				
<b>MA-4</b>	The proposed system(s) should provide the ability for a user to complete and submit electronically – with an electronic signature required – any documentation or user agreements for the access to non-conviction criminal history data.				
<b>MA-5</b>	The proposed system(s) should provide the ability to authenticate by device and person (by password) or by person only (by password or other authentication technology).				
<b>MA-6</b>	The proposed system(s) should, at a minimum, authenticate users with password identification, including multi-factor authentication, as defined by ALEA policy and CJIS Security Policy, and procedure for password requirements prior to disseminating information.				
<b>MA-7</b>	The proposed system(s) should provide the ability to effectively control access to confidential data, as defined by established access policies for authorized users as well as dictated by the nature of the information requested from the proposed system(s).				

<b>MA-8</b>	The proposed system(s) should control access to networks, application capabilities, and data by work group, user type, and specific user.				
<b>MA-9</b>	The proposed system(s) should provide the ability to specify and implement an automatic logoff for user configurable inactive sessions.				
<b>MA-10</b>	The proposed system(s) should enable an application to be modified by system administrators to meet changing federal and state standards without the need to contract with a vendor to make changes.				
<b>MA-11</b>	The proposed system(s) should include monitoring tools capable of tracking performance and availability.				
<b>Standards</b>					
<b>MA-12</b>	The proposed system(s) should provide sustainment support to ensure the solution remains compliant with all standards and policies outlined in the RFP (especially as noted in Section 1.3 – Document References of the Implementation SOW above) and individually listed below following.				
<b>MA-13</b>	The proposed system(s) should comply with established state ITS standards.				
<b>MA-14</b>	The proposed system(s) should comply with ANSI/NIST interchange standards for fingerprint; facial; and scars, marks, and tattoos information, ANSI/NIST-ITL 1-2000.				
<b>MA-15</b>	The proposed system(s) should comply with FBI CJIS Security Policy v5.9, or latest version.				
<b>MA-16</b>	The proposed system(s) should comply with the most recent version of the FBI EBTS.				
<b>MA-17</b>	The proposed system(s) should comply with NIEM XML standards.				
<b>MA-18</b>	The proposed system(s) should comply with NCIC 2000 data-handling standards.				
<b>MA-19</b>	The proposed system(s) should comply with national rap sheet standards.				
<b>MA-20</b>	The proposed system(s) should comply with NCIC III synchronization function specifications detailed in the NCIC 2000				

	Operating Manual.				
<b>MA-21</b>	The proposed system(s) should support capability for future participation in the NFF program.				
<b>MA-22</b>	The proposed system(s) should provide the ability to differentiate multiple problem queues (FBI, workflow, Live-Scan, manual).				
<b>MA-23</b>	The proposed system(s) should provide the ability to determine whether an incoming record should be sent to a problem queue throughout the process.				
<b>Logging</b>					
<b>MA-24</b>	The proposed system(s) should provide the ability to automatically log all CCH transactions.				
<b>MA-25</b>	The proposed system(s) should provide an audit log of all criminal history inquiries and should maintain at least 5 years of data plus the current year online and allow for log archiving.				
<b>MA-26</b>	The proposed system(s) should log all successful and unsuccessful attempts to access CCH data.				
<b>MA-28</b>	The proposed system(s) should, at minimum, support the data elements captured in the dissemination log and provide for access, entry, and reports as found in the current system. In addition, it should account for ad hoc reporting. Copies of the current dissemination log can be made available on request.				
<b>MA-29</b>	The proposed system(s) should provide the ability to maintain a history of transactions, including submissions, inquiries, and releases of information.				
<b>MA-30</b>	The proposed system(s) should produce and print reports of dissemination history, including recipients, record subjects, dissemination dates, and report contents.				
<b>MA-31</b>	The proposed system(s) should provide the ability to record, store, and display error messages received or produced. In addition, the proposed system(s) should provide the ability to produce these messages in a report or to deliver them as alerts via an e-mail message to destinations of administrative choice.				
<b>MA-32</b>	The proposed system(s) should provide the ability to track requests for error corrections.				



<b>MA-33</b>	The proposed system(s) should provide the ability to automatically record statistics about the volume and type of activities performed and the volume and type of documents processed by each person using the proposed system(s).				
<b>MA-34</b>	The proposed system(s) should have the ability to maintain and display the date, time, and operator ID for the entry or last update of an identification record.				
<b>MA-35</b>	The proposed system(s) should be capable of producing a specific audit report regarding modifications. The program should be detailed and should allow access, based on user permissions, to the field that was modified instead of just indicating that the record was modified.				
<b>MA-36</b>	The proposed system(s) should be capable of providing a determination of the difference between a review or viewing of the rap sheet and actual printing of a rap sheet.				
<b>MA-37</b>	All activity in the CCH application <b>shall</b> be recorded in an audit log, to include maintenance routines. If the application accesses or records information, the event should be logged with the user name or identifier, date, and time as a minimum. Logs should be maintained for a configurable but minimum of 3 years, preferably online.				
<b>MA-38</b>	All activity in the application <b>shall</b> be recorded in an audit log. "All activity" includes lookup, entries, modifications, deletions, as well as maintenance routines. If the application accesses or records information, the event should be logged with the user name, date, time, and nature of transaction as an absolute minimum. Logs should be available for query and reporting from within the CCH system. A provision for archiving logs should be provided.				
<b>MA-39</b>	A dissemination log of requests against the CCH should be maintained. The dissemination log should be available for query and reporting from within the CCH. A provision for archiving dissemination logs should be provided				
<b>MA-40</b>	The proposed system(s) should provide the ability to maintain a history of modifications to records and record deletions. This data should be linked to the criminal record element that was modified and provide the date of last modification and the ID of the entity performing the modification.				
<b>Training, Documentation, and Testing</b>					

<b>MA-41</b>	The vendor should provide training to ALEA personnel for the operation and support of the proposed system.				
<b>MA-42</b>	The vendor should provide all documentation necessary to operate and maintain the proposed system.				
<b>MA-43</b>	All required and appropriate documentation and help files should be electronic and available at each workstation.				
<b>MA-44</b>	The vendor should provide a testing environment separate from the production system. This environment should be used to test system changes or modifications (e.g., enactment of new laws), new interfaces to the database, or data submission.				
<b>MA-45</b>	The proposed system(s) should provide online help functions for each client application screen, to include online access to user manuals as well as training videos as available.				
<b>MA-46</b>	The proposed system(s) should provide a means for authorized users to search, browse, and print the help pages.				
<b>MA-47</b>	The proposed systems should provide a development environment separate from the production system for new software/system changes.				
<b>MA-48</b>	The proposed systems should provide a training environment separate from the production system for agency staff and new employees training.				