



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

April 14, 2017

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: STEVE CHILLAS
STATE CONTRACT PROCUREMENT OFFICER
302-857-4549

SUBJECT: **AWARD NOTICE – Addendum #5 – Effective May 1, 2020**
CONTRACT NO. GSS17789-CI_TECH
Criminal Intelligence Platform Technician

TABLE OF CONTENTS
OF
KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT.....	2
2. CONTRACT PERIOD	2
3. VENDORS	2
4. PRICING	2
ADDITIONAL TERMS AND CONDITIONS.....	3



GOVERNMENT SUPPORT SERVICES – CONTRACTING
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV

KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT

[\(Return to Table of Contents\)](#)

REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. CONTRACT PERIOD

[\(Return to Table of Contents\)](#)

The contract shall be valid for a one (1) year period from May 1, 2017 through April 30, 2018. The contract may be renewed for four (4) one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

1. Addendum #1 changes vendor name to reflect FSF information.
2. Addendum #2 extends contract through April 30, 2019.
3. Addendum #3 extends contract through April 30, 2020.
4. **Addendum #5 extends contract through April 30, 2021.**

3. VENDORS

[\(Return to Table of Contents\)](#)

Robert Moses	High Technology Services has been changed to:
Dba High Technology Services	HTSS, Inc.
17096 Webbs Road	17096 Webbs Road
Ellendale, DE 19941	Ellendale, DE 19941
Contact: Robert Moses	Contact: Robert Moses
Phone: 302-632-8435 - Cell/ Primary	Phone: 302-632-8435 - Cell/ Primary
Fax: N/A	Fax: N/A
Phone: 302-424-7597 - Secondary	Phone: 302-424-7597 - Secondary
Email: rcm132@verizon.net	Email: rcm132@verizon.net
FSF#: 0000213313	FSF#: 0000461023
Vendor ID: GSS17789-CI_TECHV01	Vendor ID: GSS17789-CI_TECHV02

4. PRICING

[\(Return to Table of Contents\)](#)

Prices will remain firm for the term of the contract year. Pricing will be paid hourly, as bid, at the rate of \$50.00 per hour to HTSS, Inc.

ADDITIONAL TERMS AND CONDITIONS

[\(Return to Table of Contents\)](#)

5. BILLING

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

6. PAYMENT

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

7. PRODUCT SUBSTITUTION

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

8. ORDERING PROCEDURE

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

9. PURCHASE ORDERS

Agencies that are part of the First State Financial (FSF) system are required to identify the contract number GSS17789-CI_TECH on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state's financial reporting system.

10. REQUIREMENTS

Primary Duties and Responsibilities

1. Coordinate with the OIC or their designee of the Delaware State Police Criminal Intelligence Unit with creation, facilitation, training, maintenance, development, testing and design of all computer intelligence systems and processes used for the collection and identification of individuals and criminal organization involved in violent crime.
2. Update the existing Criminal Intelligence Platform pursuant to the platform development priorities.
3. Assist Intelligence unit with creation, facilitation, training, maintenance, development, testing and design of the DIAC crime mapping project, or other designated special projects.

4. Assist analysts, investigators, and administration with developing a capacity to leverage the criminal intelligence platform to create and conduct complex computer searches, analysis and queries of persons, telephone numbers, vehicles, addresses, crimes and criminal organizations in support of criminal investigations involving violent crime.
5. Engage in strategic planning with the OIC of the Delaware State Police Intelligence Section, or designee, to develop the capacities of the Criminal Intelligence Platform through the creation and implementation of form design, increased functionality, intake of new data sources, enhanced search capability, and integration of existing business processes.
6. Assist the Delaware State Police Intelligence administration in creating synergy and integration between the intelligence platform and other technology platforms, such as crime mapping or crime analysis platforms.
7. Improve the intelligence platform through functionality resulting in greater end-user ease of use to increase the engagement with the platform with field based personnel.

General Job Description

The primary job duties of the Criminal Intelligence Platform Technician are to work with the leadership within the Delaware State Police Criminal Intelligence Section on all matters involving the Criminal Intelligence Database.

The goal of the work completed through this position is to develop the platform to optimize functionality, user experience, engagement, data integration, and synergy with existing workflow.

The Criminal Intelligence Platform Technician is a trained experienced individual with a comprehensive knowledge of criminal intelligence, management of criminal intelligence, and is experienced in understanding the role of criminal intelligence within complex criminal investigations. This individual must understand the value of data integration within the intelligence platform to create a robust investigative tool.

The following details some of the primary functions addressed through this position:

Form Design:

The Criminal Intelligence Platform Technician is responsible for the creation and implementation of forms to be used within the Criminal Intelligence Platform, currently Memex Patriarch. These forms are developed on the training/development side of the platform and are then migrated to the production side upon completion. The design of these forms are in conjunction with desired function and vision for data integration.

Platform Integration:

The Criminal Intelligence Platform Technician is tasked with developing the architecture for integration between the Criminal Intelligence database, other platform such as crime mapping or crime analysis platforms, and the DELJIS data warehouse.

Strategic Planning:

The Criminal Intelligence Platform Technician is expected to work cooperatively with the OIC, or designee, of the Intelligence Section to develop the Criminal Intelligence Platform to better leverage existing data sources within the organization.

The Criminal Intelligence Platform Technician is responsible for the legal ingestion and management of data within the platform.

Crime Mapping:

The Criminal Intelligence Platform Technician is expected to work with a designated vendor, currently Omega Crimeview, to assist the Intelligence Section in providing near real time crime data in a geospatial platform.

Computer Forensics:

Assist the OIC of the High Technology Crimes Unit with the development and optimizing forensic laboratory procedures and operations through computer automation of the evidence collection process.

Improve and enhance the forensic examination data to derive meaningful actionable or informative intelligence products to the law enforcement community.

Serve as a subject matter expert relative to High Technology Crime Investigation, providing consultation to management when necessary.

Crime Analysis System:

Create and execute SQL Statements in both SQL production and development environments.

Fully understand the data in the Delaware Data warehouse and leverage Crime Analysis tools to create standard reports, dashboard and other components.

Work with different law enforcement agencies and Units to understand their crime reporting needs and provide guidance and training as necessary.

Enhance exiting Crime Analysis framework through integration and advance reporting.

Collaborate with law enforcement officer to gather and document crime analysis requirements for reporting, programming and analytical needs.

Assist in defining and creating ETL mapping and process flows for the crime analysis systems.

Test and evaluate crime data and reconcile any difference from expected results.

Relevant experience including, but not limited to, extensive knowledge of analytical techniques, experience in gathering, analyzing and evaluating data to produce reports in support of analytical conclusion.

For a complete list of contract specifications please refer to the original bid solicitation document(s). Any contract specific documentation will be accessible through the hyperlink(s) provided on this contract's details page.

11. HOLD HARMLESS

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

12. NON-PERFORMANCE

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor.

Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

13. FORCE MAJEURE

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

14. AGENCY'S RESPONSIBILITIES

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.
- c. When an ordering agency first experiences a relatively minor problem or difficulty with a vendor, the agency will contact the vendor directly and attempt to informally resolve the problem. This includes failure to perform by the date specified and any unacceptable difference(s) between the purchase order and the merchandise received. Ordering agencies should stress to vendors that they should expedite correction of the differences because failure to reply may result in an unfavorable rating in the execution of the awarded contract.
- d. The state has several remedies available to resolve non-performance issues with the contractor. The Agency should refer to the Contract Terms and Conditions to view these remedies. When a default occurs, the Agency should first review the contract to confirm that the issue is a part of the contract. If the issue is not covered by the contract, the state cannot expect the contractor to perform outside the agreement. If the issue is a part of the contract, the Agency or GSS - Contracting must then contact the contractor, discuss the reasons surrounding the default and establish a date when the contractor will resolve the non-performance issue.

- e. If there is a performance deficiency, a Corrective Action Report (CAR) may be used. Complete this form to report concerns with vendors or commodities. Be sure to furnish as much detail as possible. <http://gss.omb.delaware.gov/divisionwide/forms.shtml>.

15. ADDENDUM HISTORY

1. Addendum #1 changes vendor name to reflect FSF information.
2. Addendum #2 extends contract through April 30, 2019.
3. Addendum #3 extends contract through April 30, 2020.
4. Addendum #4 replaces Robert Moses DBA High Technology Services with HTSS, Inc.
5. **Addendum #5 extends contract through April 30, 2021.**