



QUESTIONS & RESPONSES #1

RFP 069978 SECURITY FORCE CASE MANAGEMENT AND REPORTING SYSTEM

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Submittal Due Date	November 21, 2014 @ 4:00 PM (PST)
Q&A Issue Date	November 4, 2014 @ 2:00 PM (PST)

1. Are you looking for a product that is strictly internally facing (POT personnel only) or do you want it to have a public-facing section as well?

Answer: Internal facing only

2. Will the contractor be asked to input past data, or will the program only contain data going forward?

Answer: The contractor will not be inputting past data. Past data may be loaded into the program by Port personnel.

3. The RFP text switches back and forth between the terms "Vendor" and "Contractor." Are these terms interchangeable, or do you anticipate two separate entities involved in this project?

Answer: These terms are interchangeable.

4. There appears to be 47 users anticipated for this application. Are these full functioned users or are some sub-set of them more like casual viewers of reports?

Answer: We anticipate multiple user profiles including: administrators, "super users," and users (with other viewers of the report logs a possibility).

5. There are numerous references to sample forms, such as the ECP report and others. I do not see these in the RFP or on your website; can they be provided?

Answer: The samples are included as an appendix/attachment(s) to the questions. While the Port is open to new/different formats to these, the information/data fields must remain.



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6. There are references to what we perceive to be requirements for integration, such as:
- Maximo
 - IVIPS Web Page
 - Other Real Estate Systems
 - ESRI ArcGIS

Can it be confirmed that some integration is expected for the above as part of this project, or is it a matter of being ABLE to integrate at some point in the future?

Answer: While "integration" in the software development sense is acceptable, the requirement is that data from these is available or accessible from within the application by some means.

7. If it is required for any integration as part of this bid, is there any further definition available regarding requirements?

Answer: No further definition is available. It is anticipated that this would be determined, if required, during design and configuration.

8. SharePoint is mentioned in the RFP as an option to use for storage. Is it required that documents be stored in SharePoint, or simply an option to be available?

Answer: SharePoint is the preferred option for document, record and metadata storage, but other options would be considered. The ability to search using SharePoint eDiscovery is required.

9. The budget for annual software subscription is noted at 10-15k a year, which is to include 24/7 support and 99.9% uptime for 47 users? This would equal approximately 27.00 per user, per month. Is this correctly stated?

A. Yes.

10. The budget for implementation, including all training and documentation is stated as not to exceed \$30,000.00. Is this to include any services related to the integrations mentioned in Item 3 above as well as any SharePoint integrations? Also, is it required this includes any potential travel expenses?

Answer: This is the budget for all services provided in the implementation and configuration of the solution. As specified and defined in the RFP, all rates are to be Fully Burdened.

SENSITIVE SECURITY INFORMATION (SSI)

(When form is filled in)



11th STREET ECP DAILY TIME REPORT



TIME/DATE IN SERVICE: _____ TIME/DATE OUT OF SERVICE: _____

NAME: _____ SHIFT: FROM _____ TO _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Officer's Signature

I.D. Number

ENTRY #	TIME	LOCATION / ADDRESS / TYPE OF CALL / NAMES / ETC.

OTHER PERSONNEL ON DUTY:

OFFICER	LOCATION	OFFICER	LOCATION

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SENSITIVE SECURITY INFORMATION (SSI)

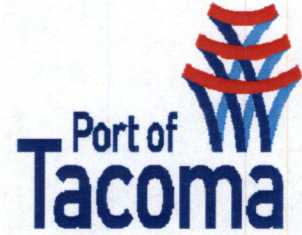
(When form is filled in)

SENSITIVE SECURITY INFORMATION (SSI)

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Security Department



Alarm Log

Period of Report from: 0001 to 2400

Date: XXXXXX

<i>Time</i>	<i>Location</i>	<i>Zone(s)</i>	<i>Remarks</i>

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SENSITIVE SECURITY INFORMATION (SSI)

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BLAIR TERMINAL DAILY TIME REPORT



TIME/DATE IN SERVICE: _____

TIME/DATE OUT OF SERVICE: _____

NAME: _____ SHIFT: FROM _____ TO _____

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Officer's Signature

#7

I.D. Number

ENTRY #	TIME	LOCATION / ADDRESS / TYPE OF CALL / NAMES / ETC.

OTHER PERSONNEL ON DUTY:

OFFICER	LOCATION	OFFICER	LOCATION

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**Security
Department**



Daily Blotter

Date in Service: xx/xx/xx

Date Out of Service: xx/xx/xx

Time in Service: xxxx

Time Out of Service: xxxx

Team Leader:

Patrol:

Main ECP:

CCTV:

Others on Duty:

Blair ECP:

East Blair 1 ECP:

West Hylebos ECP:

Authenticated by: _____
(Officer's Signature)

#xx
(ID)

Entry #	Time	Unit #	Incident/Information
1.			
2.			
3.			
4.			
5.			

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- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

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Port of Tacoma Patrol

For Official Use Only



Koala Bear

Effective May 18, 2010 **Access by Koala Bear to any Port of Tacoma Operating Terminal and Facilities is prohibited.** Subject is not employed by the Port of Tacoma; nor is he employed by any customers, tenants, or contractors.

Koala has reportedly accessed secured / restricted facilities around the Port of Tacoma. He possesses a valid TWIC. He uses his TWIC and passes himself off as a longshoreman to gain access. Consequently, he has no basis for access.

On 08/31/2012, this subject attempted to gain entry onto APMT, during a shift change. He was stopped by Security and detained. He was subsequently arrested by Tacoma Police for attempted criminal trespass and resisting arrest. His TWIC was confiscated by the Tacoma Police and turned over to USCG Intelligence. The suspect has refused to give any statement or information. The FBI,

WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.

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JTTF, and Homeland Security Investigations are currently investigating the suspect's radical affiliations. Any sightings or contact with the suspect should be reported immediately to Port Security.

The suspect was operating a VEHICLE TYPE, Washington Plate XXXXXXI.

He is described as a furry creature, 52 years old, 5' 8" tall, weight 250 lbs., and resides in Tacoma Washington.

Immediately Report any contact or sighting of Koala to Port Security at xt.472 or xt.777

Direct any questions to Jerry Fiola at Cell: XXX-XXX-XXXX Ph: XXX-XXX-XXXX.

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FIELD INFORMATION REPORT

Case No		<input type="checkbox"/> TPD <input type="checkbox"/> PCSO <input type="checkbox"/> OTHER		Date	Time	
Location of Contact					Census Blk.	District
Reporting Officer(s)					ID NO.	
REASON FOR CONTACT:			<input type="checkbox"/> Susp Person <input type="checkbox"/> Susp Vehicle		<input type="checkbox"/> Property Crime <input type="checkbox"/> Robbery	
			<input type="checkbox"/> Sex Crime <input type="checkbox"/> Other		RECORD:	
					<input type="checkbox"/> Traffic <input type="checkbox"/> Misd.	
					<input type="checkbox"/> Felony <input type="checkbox"/> On Parole <input type="checkbox"/> None	
Name (Last, First, Middle)					<input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Pedestrian	
Res. Address					<input type="checkbox"/> Beard <input type="checkbox"/> Glasses <input type="checkbox"/> Speech	
					<input type="checkbox"/> Moustache <input type="checkbox"/> Limp <input type="checkbox"/> Sideburns	
Race/sex	DOB	HT	WT	Hair Color/Style	Eyes	Complex.
Visible scars, marks, tattoos		Clothing (Top to Bottom) Jewelry				
Driver's license/Military ID No						
Occupation						
Z 289a						

VEHICLE EXTERIOR	COLOR	YEAR	MAKE	MODEL	BODY STYLE	LIC NO.	STATE
<input type="checkbox"/> Custom Wheels		<input type="checkbox"/> Vinyl Top		VEHICLE	<input type="checkbox"/> Bucket Seats	<input type="checkbox"/> Monitor	Color (Int.)
<input type="checkbox"/> Custom Paint		<input type="checkbox"/> Rust/Primer		INTERIOR	<input type="checkbox"/> Bench Seats	<input type="checkbox"/> CB Radio	
Body: Damaged		Sticker		Codes	R	L	F
Modified					B	T	
ASSOCIATES / COMMENTS				Windows: Broken	Curtains		
				Custom	Other		

Z 289a

SPECIAL DISTRIBUTION:

SENSITIVE SECURITY INFORMATION (SSI) – OFFICIAL USE ONLY*(When form is filled in)***QRC # 09 Hostage and/or Barricaded Suspect**

SITUATION: *an individual, presumably armed has barricaded him or herself at a location and may have hostages. This event may be the result of either a criminal act such as robbery or that of a terrorist nature.*

Reference: Port of Tacoma Disaster Response Plan
Port of Tacoma Security Manual

- ☒ Detailed Blotter Entry required
- ☒ Incident Report (if applicable)
- ☐ Photos a/o CCTV (if applicable)
- ☐ Individual Statements (if applicable)

TIME**ACTIONS/MEASURES****NOTIFICATION****1.**

NOTIFIED BY: _____

LOCATION: _____ PHONE #: _____

SITUATION: _____

EXTENT OF INJURY (if applicable): _____

DISCRIPTION OF SUSPECT**2.**

SUSPECT'S NAME (if known): _____

WEAPON INVOLVED? YES: _____ NO: _____ TYPE _____

EMPLOYER (Port Employee, Longshore, Trucker, etc): _____

DESCRIPTION OF SUSPECT

HEIGHT _____ WEIGHT: _____ HAIR: _____

EYES _____ RACE: _____ SEX: _____

ACCENT/LANGUAGE: _____ ALCOHOL _____

SCARS/MARKS/TATTOOS: _____

CLOTHING: _____ COLOR: _____

SHIRT/BLOUSE _____ COLOR: _____

SKIRT/PANTS _____ COLOR: _____

SHOES _____ COLOR: _____

GLASSES: _____ JEWELRY: _____

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	ADDITIONAL COMMENTS: _____
HOSTAGE	
3.	<p>HOSTAGE #01 NAME: _____</p> <p>AGE: _____ SEX OF HOSTAGE: _____ MEDICAL CONCERNS: _____</p> <p>EMPLOYER (Port Employee, Longshore, Trucker, etc): _____</p> <p>ADDITIONAL COMMENTS: _____</p> <p>HOSTAGE #02 NAME: _____</p> <p>AGE: _____ SEX OF HOSTAGE: _____ MEDICAL CONCERNS: _____</p> <p>EMPLOYER (Port Employee, Longshore, Trucker, etc): _____</p> <p>ADDITIONAL COMMENTS: _____</p> <p>HOSTAGE #03 NAME: _____</p> <p>AGE: _____ SEX OF HOSTAGE: _____ MEDICAL CONCERNS: _____</p> <p>EMPLOYER (Port Employee, Longshore, Trucker, etc): _____</p> <p>ADDITIONAL COMMENTS: _____</p>
RESPONSE	
4.	<p>DISPATCH PATROLS TO INVESTIGATE AND IF NECESSARY, SECURE THE AFFECTED AREA</p> <p><input type="checkbox"/> CONSIDER LIMITING RADIO TRANSMISSIONS</p> <p><input type="checkbox"/> CONSIDER LIMITING INBOUND/OUTBOUND TRAFFIC</p> <p><input type="checkbox"/> PLAN FOR EXTENDED SECURITY REQUIREMENTS; MEALS, FRESH BATTERIES, ETC</p> <p><input type="checkbox"/> SEND PIERS MESSAGE NOTIFICATION - if necessary</p>
EXTERNAL NOTIFICATIONS	

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	<p>5. NOTIFY THE FOLLOWING PERSONNEL/DEPARTMENTS:</p> <p><input type="checkbox"/> LOCAL POLICE - 911</p> <p><input type="checkbox"/> FIRE DEPARTMENT / MEDICAL AID - 911</p> <p><input type="checkbox"/> ALL TERMINALS</p>
INTERNAL NOTIFICATIONS	
	<p>6. NOTIFY THE FOLLOWING PERSONNEL/DEPARTMENTS: <i>(consider - in person / telephone / email / PIERS)</i></p> <p><input type="checkbox"/> ON DUTY SECURITY OFFICERS</p> <p><input type="checkbox"/> CHIEF, PORT SECURITY - Roy McClendon / Cell 253-381-4524 Desk 253-428-8688</p> <p><input type="checkbox"/> SECURITY MANGER – Gerry Fiola / Cell 253-205-1085 Desk 253-428-8658</p> <p><input type="checkbox"/> SR. DIRECTOR, SECURITY & LABOR RELATIONS Louis Cooper / Cell 253-377-1034 Desk 253-592-6776</p> <p><input type="checkbox"/> MAINTENANCE – Notify On-Duty Foreman via radio</p> <p><input type="checkbox"/> OPERATIONS - On Duty Superintendent (check instructions for on duty Superintendent)</p> <p><input type="checkbox"/> DIRECTOR, STRATEGIC OPERATIONS PROJECTS & RISK MANAGEMENT Lou Paulsen Cell 253-548-6986 / Desk 253-383-9449</p> <p><input type="checkbox"/> MANAGER, SAFETY PROGRAMS – Al Wurth / Cell 253-277-6814 Desk 253-830-5314</p> <p><i>IN THE CASE OF SERIOUS INJURY OR DEATH , NOTIFY THE FOLLOWING:</i></p> <p><input type="checkbox"/> HUMAN RESOURCES DIRECTOR (for Port Employees only) – Jean West / Cell 253-377-0005</p> <p><input type="checkbox"/> COMMUNICATIONS DIRECTOR – Tara Mattina / Cell 253-306-9763 (24/7)</p>
COMPLETION	
	<p>7. ON-SCENE INVESTIGATION COMPLETED</p>
COMPLETE BY ON-DUTY PERSONNEL	

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	<p>8.</p> <p><input type="checkbox"/> BLOTTER</p> <p><input type="checkbox"/> INCIDENT REPORT</p> <p><input type="checkbox"/> PHOTOGRAPHS - if necessary</p> <p><input type="checkbox"/> STATEMENTS - if necessary</p> <p><input type="checkbox"/> TPD (or FIFE PD) CASE REPORT # - if necessary</p> <p><input type="checkbox"/> SEND PIERS MESSAGE NOTIFICATION - if necessary</p>
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