



**Government
of Jamaica**



MINISTRY OF NATIONAL SECURITY

**REQUEST FOR PROPOSAL
STATION RECORDS MANAGEMENT SYSTEM FOR JAMAICA CONSTABULARY FORCE (JCF)**

Institution: Inter-American Development Bank
Country: Jamaica
Project: Security Strengthening Project (SSP)
Loan/Credit/Grant No.: *JA-L1074*
Contract/Bid No. : *MNS/SSP/2019/SPN-002*
Deadline: *04 November 2019*

Abstract:

The Government of Jamaica through the Ministry of National Security (MNS) is implementing the Security Strengthening Project (SSP) which is comprised of the following three (3) components:

- (i) Violent crime prevention and management;**
- (ii) Improving investigative capabilities for homicides and;**
- (iii) Change Management and Communications.**

The Security Strengthening Project is aligned with the Sector Strategy on Institutions for Growth and Social welfare (GN-2587-2) and the Sector Framework for Citizen Security and Justice (OP-1201). The project is consistent with the 2016-2021 IDBG Country Strategy with Jamaica (GN-2868) and will contribute to the Corporate Results Framework (CRF) 2016-2019 (GN-2727-6) output indicators of: (i) Government agencies benefited by projects that strengthen technological and managerial tools to improve public service delivery; and (ii) Crime information systems strengthened. The project is also aligned with the 2017 Jamaica's Ministry of National Security Five Pillar Strategy for Crime Prevention and Citizen Security.

The Ministry of National Security *has received* financing from *the Inter-American Development Bank (IDB)*, and it intends to apply part of the proceeds to payments under the project Security Strengthening Project (SSP), for a Station Records Management System for the Jamaica Constabulary Force (JCF).

The Ministry of National Security now invites suitably qualified software vendors to submit proposals for a station records management solution to support the operations of the JCF.

Scope:

The Jamaica Constabulary Force (JCF) requires a Station Records Management System to receive, manage and maintain incidents reported via various points of input.

- The capture of incidents, observations and concerns addressed to policemen on patrol or outside of the station or police facilities
- Capture reports, incidents and concerns expressed by citizens in any police station or facility
- Manage and track assessments, investigations and analysis of incidents not identified as criminal investigation cases
- Report and provide statistics on incidents, resolutions and citizen interactions with the police station or police not in station
- Allow assignment of incidents for review, authentication, analysis or investigation as needed
- Implementation of special processes, procedures or handling for vulnerable citizens or Police taking reports under circumstances that make them “vulnerable”
- Management reporting and analysis of incidents and the process for managing them

The Station Records Management Solution is expected to deliver the following benefits:

- i. Organizing incident information for retrieval when needed
 - The SRMS is expected to supply information to the Case Management System. With a more organized approach to record keeping, it will aid in maintaining the integrity, efficiency and effectiveness of the investigative and other related process.
- ii. Protecting information that is essential to business operations.
 - The SRMS will be able to secure data needed for future analysis which will aid in decision making and other managerial functions.
- iii. Reducing the time and effort required to reconstruct vital information in the event of disaster, theft, and other losses.
 - Given the current use of paper based materials to store information and records, having a SRMS will be vital to business continuity should damage or theft occur. This can prevent delays in the investigative process of cases or prevent delays to response to incidents which is critical to the functions of the Jamaica Constabulary Force
- iv. Reducing labor requirements for the creation, organization, retrieval and dissemination of recorded information.
 - The SRMS can be beneficial in having less police personnel conducting administrative tasks and contribute to an increase in a police presence in the

streets as well as increased response to reported incidents, resulting in faster resolution of problems reported by citizens.

- v. Minimizing storage requirements for a given quantity of records

A vendor will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policies for the Procurement of Goods and Works financed by the Inter-American Development Bank](#) GN-2349-9 for International Competitive Bidding. The selection will also be in accordance with the procurement policies of the Government of Jamaica.

The full detail of the engagement is included in the Request for Proposal (RFP) located on the following websites:

- Ministry of National Security: www.mns.gov.jm,
- GOJ Procurement Notice Board: www.procurement.gov.jm
- UN Development Business online: www.devbusiness.com
- Inter-American Development Bank: www.iadb.org

The closing date for submission of proposals is **Monday November 4, 2019 at 4:00 pm (UTC-5)** and must be submitted electronically via the Government of Jamaica's e-GP Procurement system at <https://www.gojep.gov.jm>. Late submissions will not be accepted.

The Ministry of National Security reserves the right not to accept the lowest, or any other tender or to abort the tender process and reject all bids at any time prior to the award of contract without incurring any liability.