

## Appendix D RMS RFP Glossary of Terms

Appendix B, §5, *Definitions*, is hereby incorporated by reference. In addition, the following definitions shall apply.

Term	Definition
28 CFR 23	The 28 Code of Federal Regulations (CFR) Part 23 is a set of standards for law enforcement agencies regarding the operation of federally funded, multijurisdictional, criminal intelligence systems.  <a href="http://www.ecfr.gov/cgi-bin/text-idx?SID=d8124f3bd480ccdf138e27db1f505ed2&amp;node=28:1.0.1.1.24&amp;rgn=div5">http://www.ecfr.gov/cgi-bin/text-idx?SID=d8124f3bd480ccdf138e27db1f505ed2&amp;node=28:1.0.1.1.24&amp;rgn=div5</a>
Alert	A cautionary notification presented to users upon viewing a corresponding master name, vehicle, location, organization, or phone index.
AMS message	The Administrative Messaging System disseminates information within the New York State Division of State Police regarding serious or unusual incidents and/or incidents concerning Division equipment, vehicles, and personnel.
Assigned Officer	The primary officer responsible for a call for service, case, or assignment.
Assignment	Administrative or investigative duties requiring limited documentation within the RMS.
Assisting Officer	All other officers assisting with a call for service, case, or assignment.
Authorized User	Refer to the definition of “Authorized User” in Appendix B. (Note: For purposes of RFP Appendix Q, the CJIS Security Policy v.5, Authorized User will have the meaning as set forth therein.)
Auto populate	A method within the records management system that allows fields to be completed from previously entered data without user intervention.
Best Value	The basis for awarding all service and technology contracts to the Bidder that optimizes quality, cost and efficiency, among responsive and responsible Bidders. (State Finance Law §163 (1) (j)).
Blind Flag	A mechanism within the records management system to initiate a process without knowledge of the user who triggered said process.
Booking Process	Track the continuation of arrest process to include intake, detention, release and or transfers.
Bulletin	Temporary announcement, notice, or reminder from the agency to NYSP employees and other law enforcement agencies.
BSC (Business Services Center)	A division of the New York State Office of General Services that serves as New York’s central office for processing HR and finance transitions on behalf of Executive State Agencies.
Case	The formal documentation resulting from a call for service.
Call for Service	An event occurring in an area in which police must respond to evaluate or take action, or an event that comes to the attention of police, or is initiated by the police that requires formal documentation.

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CJIS	Criminal Justice Information Services – FBI managed programs to provide timely and relevant criminal justice information to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies concerning individuals, stolen property, criminal organizations and activities, and other law enforcement related data.
Clery Act	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: 20 U.S.C. § 1092
Configuration	The ability to modify components of a COTS solution to meet requirements by utilizing features inherent to said solution. Configuration can be implemented by an end-user or system administrator without direct modification of the solution's source code and is often accomplished via a graphical user interface. Configuration may be needed to allow new entities to be added to the system (e.g. new agencies, new users, new action codes)
Conversion	Changing the format of existing RMS and the Intelligence Case Management System data into a format that can be consumed by and stored in the new RMS.
Contract Term	The initial term of the Contract and any renewals and/or extensions.
COTS	Commercial Off-The-Shelf (COTS) is a term for goods available in the commercial marketplace that can be purchased and used under government contract.
CPL	Criminal Procedure Law
CTV	A numeric code representing a city, town, or village.
Custom Solution	A solution which is not part of the baseline COTs RMS solution; and either has to be developed special or while built for other customers is not part of the base application
Dashboard	The initial screen presented to a user of the records management system upon log-in.
DCJS	New York State Division of Criminal Justice Services
Deliverable	All materials, including goods, software licenses, data and documentation created during the performance or provision of Services hereunder or identified as a “Deliverable” in an applicable SOW.
Division	New York State Division of State Police
EEO	Equal Employment Opportunity.
Electronic Signature	An electronic sound, symbol, or process, attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the record.
Executive Agency	All state departments, offices or institutions but, for the purposes of this RFP, excludes the State University of New York and City University of New York. Furthermore, such term shall not include the legislature and judiciary. For the sake of clarity, the term “Executive Agency” does not include any public benefit corporation, public authority, or local government entity
Federated Search	Technology that allows the simultaneous search of multiple searchable resources. A user makes a single query request which is distributed to the search engines participating in the federation. The federated search then aggregates the results that are received from the search engines for presentation to the user.

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Flag	A mechanism to initiate a notification process within the records management system.
FOIL	The New York State Freedom of Information Law (Public Officers Law §87 et. seq.) which allows members of the public to access records of governmental agencies.
Forms	A hard copy or electronic document containing pre-defined fields requiring user input.
Free text field	An input field that allows the users to enter text information.
Fusion Center	Within the New York State Police, the New York State Intelligence Center (NYSIC) serves as the state Fusion Center which brings together federal, state and local agencies to analyze and share information related to terrorism and other crimes of a sensitive nature. Units within the NYSIC such as the Counter Terrorism Center, Special Investigations Unit, Financial Crimes Unit, CALEA, Electronic Surveillance Unit, Border Enforcement Teams and specific units within the New York State Police conducting confidential investigations
Import Data Type	Source of data imported to a Call For Service from CAD or TraCS.
Integrated Justice Portal	A central repository accessible via the Web that provides authorized users with secure access to public safety and criminal justice information from federal, state, and local sources.
ITS	New York State Office of Information Technology Services
Juvenile	An individual that is younger than 16 years-of-age (<16).
LEA (Law Enforcement Agency)	For purposes of this RFP and resulting Contract, a “Law Enforcement Agency” (LEA) shall be defined as any agency or department of the State, County, or local government which employs police officers as defined in Criminal Procedure Law section 1.20(34) <b>OR</b> has as its principal functions the prevention, detection or investigation of crimes; identification, apprehension, detention, prosecution, adjudication, or supervision of accused individuals, criminal offenders or other persons of interest; enforcement of the general criminal laws of the State; or crime analysis. Examples of State LEAs include NYSP and DEC. Examples of local LEAs include municipal police and county prosecutors.
Livescan	The digital fingerprint scanning and mug shot processing system utilized by the New York State Police.
Mandatory	Refers to items or information that the State has deemed that a Bidder must submit as compulsory, required and obligatory. These items or information are noted as such, or the requirements may be phrased in terms of “must” or “shall”. Mandatory requirements must be met by the Bidder for Bidder’s proposal to be considered responsive.
May	Denotes the permissive in a contract clause or specification. Refers to items or information that the State has deemed are worthy of obtaining, but not required or obligatory. Also see “Should”.
Members	Sworn employees of the New York State Police.
Migration	The act of consuming and storing data converted from the existing RMS and the Intelligence Case Management System into the new RMS.
Multi-jurisdictional	The legal authority given to specific agencies to conduct investigations across multiple counties or geographical boundaries (i.e. multiple towns within a county) resulting in involvement of multiple courts and/or prosecutors.
Multi-tenancy	The ability to support multiple law enforcement agencies in a single installation of the RMS
Municipality or Local	See Non-State Agencies.

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Government	
Must	Denotes the imperative in a contract clause or specification. Means required - being determinative/mandatory, as well as imperative. Also see “Shall” and “Mandatory”.
MWBE	A business certified with Empire State Development (ESD) as a Minority and/or Woman-Owned Business.
Narrative	A free text field that allows users to document an array of police functions.
NCIC	National Crime Information Center – a CJIS service area - a computerized information system established as a service to criminal justice agencies--local, state, and federal which includes the entry, update and inquiry of person information (e.g – wanted, missing, unidentified); stolen property information and criminal history information nationwide and in Canada.
N-DEx / NY-Dex	National Law Enforcement Data Exchange / New York Data Exchange – N-DEx is a CJIS service area, is an incident or event based information sharing system for local, state, tribal and federal law enforcement agencies which securely collects and processes crime data in support of investigations, crime analysis, law enforcement administration, strategic operations and national security responsibilities. NY-DEx is the New York equivalent which feeds information from New York agencies to N-DEx.
NLETS	The International Justice and Public Safety Network – formerly known as National Law Enforcement Telecommunications System which securely links; law enforcement and criminal justice agencies in all 50 states; Federal Agencies; U.S. territories; Canada and Mexico. Allowing agencies to communicate with each other, access respective state/territory DMV information and share information.
Non-State Agency	Political subdivisions and other entities authorized by law to make purchases from New York State centralized contracts other than those entities that qualify as State Agencies. This includes all entities permitted to participate in centralized contracts per Appendix B, §39(b), <i>Non-State Agency Authorized Users</i> and §39(c), <i>Voluntary Extension</i> and State Finance Law Section 163(1) (k).
Notification	A message presented to users regarding non-emergency, agency specific information.
NYSIC	The New York State Intelligence Center (NYSIC) is a multi-agency facility which is responsible for the collection, analysis and dissemination of intelligence. The NYSIC is responsible for providing timely and accurate criminal intelligence to law enforcement agencies within and out side of New York State.
NYSP	The New York State Police
NYSP Newsroom	A website provided by The New York State Police for the posting of information on calls for service. ( <a href="http://www.nyspnews.com">www.nyspnews.com</a> ).
NYSPRO	The New York State Office of General Services that is authorized by law to issue centralized, statewide contracts for use by New York State agencies, political subdivisions, schools, libraries and others authorized by law to participate in such contracts.
Offense	A transgression of the law consisting of a violation, misdemeanor, or felony.
PM	Project Manager
Price Realism	An evaluative concept which is concerned with whether a bidder’s proposed prices are unrealistically low.

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Property / Evidence Locker	A secure location used for the storage of lost and found property, property held for safe keeping, and property of evidentiary value.
Proposal	The complete response to this RFP submitted by a Bidder to provide the services described in the RFP
Purge	The permanent removal of a record from the records management system.
Record	Any entry made into the Records Management System, including entries relating to incidents, arrests, warrants, people, vehicles and property.
Remote Access	The ability to access the Records Management System from mobile devices.
Reporting	The ability to generate statistical / analytical documents by performing a series of mathematical and logical operations against any field, or combination of fields, from within the records management system.
RFP	Request for Proposal refers to this document, its appendices and attachments.
RMS	For the purposes of this RFP, the term “RMS” shall be defined as a Law Enforcement Records Management System.
Rosario	New York State Law (People v Rosario 9 NY2d 286) that requires the retention of any statements of a witness who will testify at trial. Examples of these statements include, forms that summarize a witness statement, a signed statement by a witness, and paperwork prepared by a testifying police officer including all notes and revisions.
Sealing	Court ordered redaction of all information within a case pertaining to an arrested person.
Shall	Denotes the imperative in a contract clause or specification. Means required - being determinative/mandatory, as well as imperative. Also see “Must” and “Mandatory”.
Should	Denotes the permissive in a contract clause or specification. Refers to items or information that the State has deemed are worthy of obtaining, but not required or obligatory. Also see “May”.
Soundex	Soundex is a phonetic algorithm for indexing names by sound, as pronounced in English. The goal is for homophones ( a word that is pronounced the same as another word but differs in meaning, and may differ in spelling) to be encoded to the same representation so that they can be matched despite minor differences in spelling.
SOW (Statement of Work)	The description of Services and Deliverables to be provided as specified in this RFP or resulting Contract.
SFS (Statewide Financial System)	The New York State Enterprise Resource Planning (ERP) system that is Oracle’s PeopleSoft software.
State Agency or State Agencies	Shall have the same meaning as “Agency” or “Agencies” in Appendix B, §5, <i>Definitions</i> .
Station	A building where one or more members of a law enforcement agency are assigned to perform police functions.
Station Bail	A sum of money received prior to arraignment by law enforcement from an arrested person, or a representative thereof, which serves as a guarantee of said person's appearance at future court proceedings; Station Bail is subsequently turned over to the presiding court.

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Statistical Analysis	Collects information for use by law enforcement administration, operations, and management to report on overall crime trends, resource allocation, and support budget requests and decisions.
T3	Train-the Trainer – Training approach that provides training sessions for people who will train others.
Tactical Analysis	Provides information to assist law enforcement operations personnel in the identification of specific policing problems and the arrest of criminal offenders.
TraCS	A software product utilized primarily for the documentation of vehicle and traffic enforcement, accident investigations, and initial incident documentation.
Transaction	An action by a user or the system that results in the storage of new or enhanced data in the RMS.
Transition	The process of moving business operations from the existing RMS and the Intelligence Case Management system to the new RMS.
Troop	An alphabetic code utilized by the NYSP representing a geographic location within New York State.
TZS	An alpha-numeric code representing a division installation or unit of assignment by its <b>Troop</b> , <b>Zone</b> , and <b>Station / Unit Number</b> .
UCR / NIBRS	Uniform Crime Report / National Incident Based Reporting System – are CJIS service areas –crime reporting programs for city, county, state and federal law enforcement which provide a nationwide view of crime based upon the submission of crime statistics collected by law enforcement throughout the country.
Vendor	An enterprise that sells goods or services. Also referred to as “Bidder” or “Contractor.”
Will	Denotes the permissive in a contract clause or specification. Also see “May.”
Work Breakdown Structure	The process of subdividing project deliverables and project work into smaller, more manageable components.
Workflow	The process of routing a record through channels from its creation to approval and final disposition.
Youthful Offender	An adjudication status granted by a NYS Court at sentencing to persons at least 16 and less than 19 years of age in the interest of justice and is meant to relieve the eligible youth from the onus of having a criminal record.
Zone	A numeric code representing a geographical area within a Troop.