Instructions to Bidders

*Exhibit A Use Cases* includes multiple scenarios that are designed to illustrate how OVS intends to utilize the SOECK Tracking System in its logistics management and custody of the SOEC kits.

Bidders must show how the proposed system supports or captures the processes described in each use case scenario during the demonstration phase of the proposal evaluation using the information provided herein. Bidders are expected to refer to and utilize this additional information where applicable to the particular scenario.

<table>
<thead>
<tr>
<th>Use Case ID</th>
<th>Use Case Name</th>
<th>Primary Actor</th>
<th>Complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prepare kit for transport</td>
<td>Medical facility staff</td>
<td>High</td>
</tr>
<tr>
<td>2</td>
<td>Accept kit at warehouse</td>
<td>OVS warehouse Staff</td>
<td>High</td>
</tr>
<tr>
<td>3</td>
<td>Prepare kit for destruction</td>
<td>OVS warehouse staff</td>
<td>Medium</td>
</tr>
<tr>
<td>4</td>
<td>Chain of Custody Report</td>
<td>OVS Admin</td>
<td>Low</td>
</tr>
<tr>
<td>5</td>
<td>Ad Hoc Report</td>
<td>Medical facility staff</td>
<td>Low</td>
</tr>
</tbody>
</table>

**Use Case ID 1**

**Use Case Name:** Prepare kit for transport

**Primary Actor:** Medical facility staff

**Description:** Medical facility is preparing to send kits from their storage location to the OVS warehouse for long term storage. Medical staff must be able to manually enter each kit in the tracking system to prepare for transit. A Medical staff member at the hospital obtains a kit from their storage room. The kit has 2 articles of clothing that need to be transported and linked to the SOEC kit. The victim has previously opted-in to receive automated notifications when kit is approaching the destruction date.

**Preconditions:** Medical staff must have an active account with medical facility user-based security privileges

**Trigger:** Medical staff member has kit and associated items in need of transport to OVS warehouse.

**Descriptive Step Action:**
1. Medical staff logs into the SOEC kit tracking system.
2. Creates new victim record for this kit
3. New victim record auto populates facility name, name of individual releasing kit based on user profile, and current date.
4. Medical staff enters collection date and collector’s name (examiner).
5. Medical staff selects “Yes” in the Victim consent to receive notifications? field. Email and cell phone fields will auto display.
6. Medical staff documents the contact information of victim for auto notifications and selects cell phone as preferred method of contact.
7. Medical staff documents additional clothing items to be associated to the SOEC kit.
8. Medical staff selects Print barcodes. Three bar codes print. Each bar code associates the kit with both articles of clothing.
9. Medical staff attach barcode to the kit and each article of clothing.
10. Medical staff clicks Save.
11. Case status auto updates to Ready for Transport.

<table>
<thead>
<tr>
<th>Use Case ID</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Case Name</td>
<td>Accept kit at warehouse</td>
</tr>
<tr>
<td>Primary Actor</td>
<td>OVS staff</td>
</tr>
<tr>
<td>Description</td>
<td>OVS staff receive kit at warehouse and must document acceptance of the kit and 2 associated items. OVS staff must document where the kit and associated items will be stored within the warehouse.</td>
</tr>
<tr>
<td>Preconditions</td>
<td>OVS staff must have an active account with OVS staff user-based security privileges</td>
</tr>
<tr>
<td>Trigger</td>
<td>Kit is accepted at the warehouse</td>
</tr>
</tbody>
</table>
| Descriptive Step Action | 1. OVS staff logs in to the SOEC kit tracking system.  
2. Scan barcode on kit to pull up victim record.  
3. The victim’s record will display with all details of SOEC kit.  
4. OVS staff verifies that kit details match with the two associated items that were received. (the tracking system will indicate there are two articles of clothing in addition to the SOEC kit)  
5. OVS staff verify that the barcodes in the SOEC Kit Tracking System match the barcode on the kit and clothing bags/box.  
6. OVS staff document that the SOEC kit and 2 articles of clothing are Accepted.  
7. OVS staff name auto displays as the Individual that Accepted the kit with the Date of Acceptance in SOEC Kit Tracking System.  
8. OVS staff updates status to “Receiving” to indicate the kit and associated articles of clothing will remain in the Receiving room until delivered to long term storage location.  
9. OVS staff saves victim record in “Receiving” status  
10. When a location has been found for the kit and articles of clothing, OVS staff will open SOEC kit tracking system and scan barcode.  
11. OVS staff documents the storage location of the kit as Shelf B – Bin 23.  
12. OVS staff documents the storage location of the two articles of clothing as Shelf 98 - Bin 20.  
13. OVS staff updates status to “In Storage”.  
14. OVS staff clicks Save. |
<table>
<thead>
<tr>
<th>Use Case ID</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Case Name</td>
<td>Prepare kit for destruction</td>
</tr>
<tr>
<td>Primary Actor</td>
<td>OVS staff</td>
</tr>
<tr>
<td>Description</td>
<td>SOEC kit and any associated items have reached the 20-year retention period. No request for release to Law Enforcement or Retrieval of personal items have been received from victims that have opted-in to receive notifications. SOEC kit and all associated items will be released for destruction.</td>
</tr>
<tr>
<td>Preconditions</td>
<td>OVS staff must have an active account with OVS staff user-based security privileges</td>
</tr>
<tr>
<td>Trigger</td>
<td>Ad hoc report of SOEC kits ready for destruction is generated.</td>
</tr>
</tbody>
</table>
| Descriptive Step Action | 1. OVS staff logs in to the SOEC kit tracking system.  
2. Scan barcode on kit to pull up victim record.  
3. Victim record details display.  
4. OVS staff verifies that kit details match with the two associated items that were received. (the tracking system indicates there are two articles of clothing)  
5. OVS staff verify that the barcodes in the SOEC Kit Tracking System match the barcode on the kit and clothing bags/box.  
6. OVS staff document update status from In Storage to Release for Destruction  
7. OVS staff name auto displays as Individual Releasing for Destruction with Date/Time of Release for Destruction in SOEC Kit Tracking System.  
8. OVS staff clicks Save.  

<table>
<thead>
<tr>
<th>Use Case ID</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Case Name</td>
<td>Chain of Custody Report</td>
</tr>
<tr>
<td>Primary Actor</td>
<td>OVS Admin</td>
</tr>
<tr>
<td>Description</td>
<td>A sexual assault victim has decided to proceed with law enforcement. OVS Admin has received a formal request to provide a chain of custody report. Barcode # for items is provided.</td>
</tr>
<tr>
<td>Preconditions</td>
<td>OVS Admin must have an active account with Admin user-based security privileges</td>
</tr>
<tr>
<td>Trigger</td>
<td>Request to run Chain of Custody report is received</td>
</tr>
</tbody>
</table>
| Descriptive Step Action | 1. Administrator logs in to the SOEC kit tracking system.  
2. Administrator launches the reporting tool and selects Chain of Custody report  
3. Barcode is entered in report criteria field  
4. Click Run Report  
5. Report output displays the following details:  
   - Name of individuals who received/released the evidence  
   - Date, time, place of collection or receipt  
   - Name of custodian  
   - Description of all associated items  
   - Movement of evidence (including purpose of transfer)  
   - Storage location details for each associated item |
**Use Case ID** | 5
**Use Case Name** | Ad Hoc Report
**Primary Actor** | Medical facility staff – ABC Medical Center
**Description** | The medical center needs to know how many kits they currently have stored on site where collection date is 10 or more days from current date. Status for these kits in the SOEC Kit Tracking System would be set to “ABC Medical Center Storage” or “On-site Storage”.
**Preconditions** | Medical facility staff must have an active account with medical facility user-based security privileges.
**Trigger** | Request to run ad hoc report listing all SOEC kits that have been stored on-site at ABC Medical Center for 10+ days from date of collection.
**Descriptive Step Action**
1. Medical facility staff member logs in to the SOEC kit tracking system.
3. Medical facility name will auto populate for ABC Medical Center.
4. Blank date range fields will display (From _____ Days - To _____ Days) for “# Days since Collection Date”.
5. Medical staff enter 10 in the From field and leave the To field blank (They want to see all kits that are in storage where the collection date is more than 10 days from the current date).
6. Click Run Report
### Report Examples

**SOECK Kits at Medical Facility over 10 Days from Collection**

**Medical Facility:** ABC Medical Center

**Report Date:** 12/01/2021

**Criteria:** Collection date = 10+ Days from 12/01/2021

<table>
<thead>
<tr>
<th>Bar Code</th>
<th>Collection Date</th>
<th>Days since Collection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC123456</td>
<td>11/15/2021</td>
<td>16</td>
<td>Security Storage Room B</td>
</tr>
<tr>
<td>ABC234567</td>
<td>11/20/2021</td>
<td>11</td>
<td>Security Storage Room B</td>
</tr>
<tr>
<td>ABC345678</td>
<td>10/23/2021</td>
<td>39</td>
<td>Security Storage Room D</td>
</tr>
<tr>
<td>ABC456789</td>
<td>10/04/2021</td>
<td>57</td>
<td>Security Storage Room C</td>
</tr>
</tbody>
</table>

**SOECK Kits at Medical Facility 10-20 Days from Collection**

**Medical Facility:** ABC Medical Center

**Report Date:** 12/01/2021

**Criteria:** Collection date = 10 – 20 Days from 12/01/2021

<table>
<thead>
<tr>
<th>Bar Code</th>
<th>Collection Date</th>
<th>Days since Collection</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC123456</td>
<td>11/15/2021</td>
<td>16</td>
<td>Security Storage Room B</td>
</tr>
<tr>
<td>ABC234567</td>
<td>11/20/2021</td>
<td>11</td>
<td>Security Storage Room B</td>
</tr>
</tbody>
</table>
EXHIBIT B – SEXUAL OFFENSE EVIDENCE COLLECTION KIT

SOEC Kit as of 11/19/2021.

Kit boxes and information on the box may be subject to change.
Victim

- Experiences Sexual Assault

Hospital

- Victim goes to hospital and reports that they have been sexually assaulted
- Sexual Assault Exam Performed
- Kit prepared for transport
- Kit completed
- Kit details entered in OVS Tracking System

Transport

- Kit transported

Storage Facility

- Arrives at warehouse
- Bar code scanned
- Storage location details entered in OVS Tracking System (kit and any associated items)
- 90 days prior to expiration of storage period - OVS Tracking System sends auto generated notice to victim

Law Enforcement

- Victim contacts law enforcement to retrieve kit
- Arrangements are made for retrieval of kit
- OVS Tracking System updates status
- End

Yes

No

Destruction

- Arrangements made for destruction of kit and return or destruction of personal items
- OVS Tracking System updates status
- End
CONFIDENTIALITY AGREEMENT

Definitions:

“Confidential Information”: All State information of which the Contractor, its officers, agents, employees, and subcontractors becomes aware during the course of performing services for the State shall be deemed to be Confidential Information (oral, visual, or written). Notwithstanding the foregoing, information which falls into any of the following categories shall not be considered Confidential Information:

(a) information that is previously rightfully known to the receiving party without restriction on disclosure;
(b) information that is or becomes, from no act or failure to act on the part of the receiving party, generally known in the relevant industry or is in the public domain; and
(c) information that is independently developed by the Contractor without use of Confidential Information of the State.

“Personal Identifiable Information (PII)”: Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. This includes information:

(a) that directly identifies an individual (e.g., name, address, telephone number, email address, etc.), or
(b) by which an agency intends to identify specific individuals in conjunction with other data elements (e.g., gender, race, birth date, etc.).

The Contractor shall maintain the security, nondisclosure and confidentiality of all information in accordance with the clauses in the Contract and Appendices in performance of its activities under the Contract. The Contractor shall ensure that any of its agents, employees, officers, partners or subcontractors are made fully aware of the obligations arising under the following provisions and shall take all commercially reasonable steps to ensure their compliance to prevent unauthorized use, access or disclosure of Confidential Information or Personally Identifiable Information. Failure by the Contractor or its agents, employees, officers, partners or subcontractors to fully comply with these requirements shall be deemed a failure to meet Contractor’s obligations under this Contract and may result in OVS suspending, cancelling, and/or terminating the Agreement for cause or to pursue any other legal or equitable remedies available.

All Data is owned exclusively by the State and will remain the property of the State for the sole use on this Contract. All Data shall be considered Confidential Information subject to the terms of this Contract and shall not be released to any third party without explicit written permission from OVS.
The Contractor may access the State data solely to respond to system or technical problems or as OVS’s requires, and for any work associated with hosting such Data in connection with the provision of this Contract.

Contractor’s staff browsing, viewing, altering, appending, or modifying the Confidential Information or Personal Identifiable Information in violation of the Contractor’s own security policies shall be deemed to have breached the security of the system for the purposes of this Agreement.

I understand and agree that my position with [CONTRACTOR NAME] requires adherence to a policy of strict and absolute confidentiality regarding any and all Data obtained, including Personal Identifiable Information while performing my assigned duties for the Contract. I understand and agree that any breach of said confidentiality shall be cause for immediate termination of the Contract and could result in civil liability or criminal prosecution.

I understand this agreement and fully consent to its terms. If I did not understand, I have had the terms explained to me and fully understand and consent to the terms.

Employee Signature ___________________________ Date ____________ Employee Name (please print) ___________________________

Witness Signature ___________________________ Date ____________ Witness Name (please print) ___________________________

Revised: 1/2022