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PRE-BID INTELLIGENCE

SUMMARY OF PROCUREMENT

AI-Driven Generative Report-Writer & Document Automation

SOLICITATION	RFP_F-CONTR-0000000220
AWARDING BODY	Contra Costa County, California
DEPARTMENT	Probation Dept · Purchasing Services
DATE PREPARED	May 6, 2026

Prepared for: US Prime and Offshore Support Team · Confidential Pre-Bid Use

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Section 1: Project Identification Card

Field	Details
Solicitation Number	RFP_F-CONTR-0000000220
Title	AI Driven Generative Report-Writer and Document Automation
Awarding Body	Contra Costa County
Department / Division	Probation Department, Purchasing Services
City / County / State	Martinez, Contra Costa County, California
Country	USA
Official Agency Website	https://www.contracosta.ca.gov
Contract Type	Firm Fixed Price (FFP)
Set-Aside	Not specified in solicitation, Full and Open
NAICS Code(s)	541519, Other Computer Related Services (inferred; confirm before submission)
NIGP Code(s)	920-75 Technical Writing and Documentation, IT Services; 906-08 Automation/Controls/Instrumentation
PSC Code	Not specified in solicitation
Estimated Value	Not stated, see Section 7 for analyst estimate
Period of Performance	2 years base + 1 optional one-year renewal; month-to-month after expiry pending new agreement
Bid Due Date	May 29, 2026, no later than 3:00 PM PST
Pre-Bid Conference	None
Questions Deadline	May 22, 2026, no later than 3:00 PM PST
Q&A Answer Release	Not specified; disseminated, to all registered vendors
Amendment Number	None as of May 6, 2026
Evaluation Method	Best Value, weighted scoring model; BAFO at County discretion
Evaluation Factors	1) Company qualifications/experience, 2) Project understanding/methodology, 3) Technical competency (functional capabilities, AI performance, integration, security, usability), 4) Personnel experience, 5) Cost, 6) Client references
Contracting Officer	Des Gebre, Sr. Buyer | desbele.gebre@pw.cccounty.us | (925) 957-2499
Protest Manager	Cindy Shehorn, Purchasing Manager | 40 Muir Road, 2nd Floor, Martinez CA 94553
Known Incumbent	Not identified in solicitation
Solution Type	AI-driven generative report-writing and document automation platform with mobile field support, CMS integration, CJIS compliance, and training

Award Requirements	Single or multiple contractor award at County discretion; County may reject all proposals or re-solicit

Section 2: Project Classification Panel

Dimension	Finding
Primary Sector(s)	IT/Software/Cyber/Cloud; Professional Services
Secondary Sector(s)	Legal/Compliance; Training/eLearning; Healthcare/Social Services (criminal justice population)
Total Sectors	3 active (M-MULTI triggered)
Solution Nature	Software/SaaS/Platform; Services (recurring); Consulting/Advisory; Training/Curriculum
Procurement Type	New Contract, Re-competition not indicated; no incumbent named
Delivery Model	Remote/Offshore-conditional; Hybrid (mobile field ops on-site; platform remote)
Pricing Structure	Firm Fixed Price, price is firm for contract duration per Section VI
Budget	NOT STATED, see Section 7 for solicitation-derived estimate
Offshore Work	CONDITIONAL, Section III.J requires prior written County consent before entering any subcontracts. No explicit prohibition; no explicit permission. Offshore use requires prime approval from County before engagement.
Compliance Frameworks	CJIS Security Policy (Section IV.F.1); DOJ data-handling (Section IV.F.2); SOC 2 Type II (Section IV.F.3); FedRAMP Moderate equivalence preferred; California Public Records Act (Section V.G)
Active Modules	M-IT, M-STAFF, M-TRAIN, M-MULTI, M-FFP, M-NOBDG, M-OFSBK (conditional subcontract restriction)

Analyst assessment: This is an FFP contract with no stated budget, the County is placing full pricing risk on vendors while giving themselves maximum negotiating flexibility, including a BAFO provision. The CJIS compliance mandate is non-negotiable and immediately disqualifies any vendor whose architecture cannot meet criminal justice information security standards. The combination of multi-sector scope (IT platform, training, criminal justice compliance) with a Best Value evaluation structure means technical differentiation matters, but cost still carries significant weight. The Q&A deadline of May 22 is the last opportunity to clarify the budget floor and scoping ambiguities before the May 29 close.

Section 3: What the Agency Is Actually Trying to Accomplish

The Contra Costa County Probation Department issued this RFP because its officers are drowning in paperwork. The solicitation cites the statistic directly: probation officers spend 40 to 50 percent of their working hours on administrative tasks, field notes, court document formatting, interview transcription, database queries. That is not a productivity problem; it is a capacity problem. Officers who spend half

their time at a keyboard have half the time available for actual client supervision, which is the core of the job. The Department is buying back officer time, not just buying software.

The scope signals an agency that has thought carefully about failure modes. The requirement for a 'closed system' that does not ingest data from outside sources, the CJIS compliance mandate, the SOC 2 Type II certification, and the prohibition on vendor use of county data for global model training all point to a department that has seen or heard about data breach incidents in the criminal justice AI space and is not willing to take those risks. The hallucination prevention requirement, enforced citation of source data within reports, tells you the Department worries about AI-generated content finding its way into court documents unchecked. That fear is operationally justified: a PSI report with a hallucinated prior offense record could affect sentencing outcomes.

The two-year contract term with a one-year option reflects a procurement office that wants proof before commitment. This is not a ten-year enterprise deal. The County is buying time to see whether the platform performs under real field conditions, with real officers, generating real court documents. Vendors who pitch transformation should be aware that the evaluation committee is almost certainly composed of people who have reviewed overpromised technology contracts before. What they want to see is a system that works now, not a roadmap for what it will do in version 3.

The co-design requirement in Section IV.D is the most underappreciated element of this scope. The County is not buying an off-the-shelf product and configuring it themselves. They expect the winning vendor to conduct requirements workshops with officers and supervisors, map local workflows, and perform needs assessments for specific document types. That is a professional services engagement embedded inside a technology contract. Vendors who treat this as a pure software sale will under-resource the implementation and lose points on methodology.

Section 4: Key Dates and Timeline

Event	Date	Time	Timezone	Action Required Before This Date
RFP Publication	May 1, 2026	4:49 PM	EDT	Read all documents; register.
Questions Deadline	May 22, 2026	3:00 PM	PST	Submit strategic Q&A questions; finalize pricing assumptions
Q&A Answers Released	TBD (not specified)	N/A	N/A	Monitor, for any addenda or published responses
Vendor Interview / Presentation	TBD	TBD	TBD	Prepare demo-ready system; assemble key personnel for oral presentation
BID DUE	May 29, 2026	3:00 PM	PST	Complete electronic submission, no fax, no late exceptions

Timeline flow: [May 1 Publication] > [May 22 Q&A Deadline] > [TBD Answers Released] > [May 29 BID DUE, 3:00 PM PST] > [TBD Vendor Interviews] > [Award]

Analyst assessment: The window from publication (May 1) to bid close (May 29) is exactly 28 days. That sounds adequate, but factor in what the proposal actually requires, a 15-page technical narrative, Statement of Experience with five project references, detailed Exhibit B pricing broken into six cost categories, three government client references, anti-collusion statement, certificate of insurance, and all required licenses. A vendor who has not already implemented a CJIS-compliant AI platform in a criminal justice environment will not be able to source comparable references in this timeframe. Start the reference verification calls now, before the Q&A period closes.

Section 5: What the US Prime Is On the Hook For

Pre-Award Obligations

Submit a complete proposal package by May 29, 2026 at 3:00 PM PST. Missing this deadline results in automatic disqualification, the solicitation states 'no exception' on late submittals. The proposal must include a signed cover letter, 15-page maximum technical narrative, Exhibits A through E, Attachment A (Addendum Acknowledgement), certificate of insurance with endorsement letter, and all required California and Contra Costa County licenses and permits. Every component is mandatory; missing any one of them can result in disqualification.

Acknowledge all addenda. If Contra Costa County issues amendments to the RFP before May 29, failure to acknowledge each one in Attachment A can render the proposal non-responsive. Monitor, for amendments starting immediately.

Day-One Delivery Requirements

The County expects a turnkey, production-ready solution. This is not a development contract where the vendor builds the system after award. The platform must exist and be functional before the contract starts. Vendors proposing to build CJIS-compliant architecture post-award are proposing something the solicitation does not contemplate.

On contract start, the vendor must supply a dedicated project manager, begin system setup and security hardening, initiate integration discussions with the County's existing Case Management System (CMS) providers (Tyler, Tiburon, Odyssey, or county-built), and schedule the first co-design requirements workshop with Probation Department subject matter experts.

Ongoing Performance Obligations

Deliver the full technical platform including: generative report drafting for PSI reports, bail studies, chronological case notes, contact summaries, and violation petitions; a CJIS-compliant secure mobile application with voice-to-text dictation and officer safety intelligence; CMS integration via CJIS-compliant API; officer dashboards; configurable guardrails; audit logs for all AI-generated content; and administrative analytics dashboards. Provide 24/7 support at the agreed SLA tier. Submit weekly or biweekly project progress briefings. Execute a pilot launch with selected units before full deployment, then parallel-test output accuracy before full rollout.

Administrative and Compliance Obligations

Maintain all insurance coverage required under General Conditions Section 19: Commercial General Liability (minimum $500,000 if contract is $500,000 or below; $1,000,000 if above), Workers' Compensation, and any additional coverages required by Special Conditions. Notify County within five

days of any cancellation or material change to insurance coverage, failure to notify is a default under Section 19(d). Keep all records for five years from final payment per General Conditions Section 3(a). Comply with CJIS Security Policy including signed CJIS Addendum and background checks for all personnel with system access. Do not contact County personnel directly about this RFP, all communication goes through the website until award. Violation risks disqualification under Section I.G.

Section 6: Offshore Provider Role Matrix

CONDITIONAL OFFSHORE STATUS, IMPORTANT

Section III.J of the RFP states: 'Prior written consent of the County, subject to any required state or federal approval, is required before the Contractor may enter into subcontracts for any work contemplated under the Contract.' This clause is mirrored in General Conditions Section 13. There is no explicit prohibition on offshore work and no explicit permission. The offshore team cannot be engaged post-award without the County's prior written consent. Pre-award proposal work is not subject to this restriction, but any post-award delivery role for the offshore team must be disclosed and approved.

Stage	US Prime Must Own	Offshore Can Execute	Offshore Deliverable	Hard Limits
Pre-Bid Intelligence	Strategy decisions; go/no-go call	Competitive research; download and review of RFP documents; competitor landscape summary	Competitor brief; solicitation summary	No direct contact with County
RFP Analysis	Final interpretation; compliance decisions	Compliance matrix; requirement extraction; exhibit mapping	Compliance checklist; requirement matrix	No portal submissions
Proposal Drafting	Sign all exhibits; cover letter; final review and certification	Draft technical narrative (sections within 15-page limit); draft Exhibit A; price worksheet formatting	Draft proposal sections in Word format for US Prime review	US Prime must certify all content as accurate
Pricing Research	Final price sign-off and Exhibit B signature	Market research; cost benchmarking; Exhibit B worksheet structure	Pricing research memo; formatted Exhibit B draft	US Prime must own the final pricing decision
Compliance Cross-Check	Final compliance certification	Checklist verification against all RFP requirements	Go/no-go compliance memo	US Prime reviews before submission
Submission	Submission, US Prime only	None, submission is US Prime only	N/A	Offshore must never access the site on prime's behalf
Post-Award Delivery	All client-facing work; County-approved roles only	Only with prior written County consent per Section III.J	Disclosed in subcontract submitted to County	No offshore contact with Probation Dept staff

	without County approval

Section 7: Budget and Pricing Snapshot

Budget status: NOT STATED. The solicitation provides no Estimated Contract Value, no IGCE, and no budget ceiling. This is a deliberate choice by Contra Costa County, it places full pricing risk on vendors and preserves the County's ability to reject all bids as too expensive or use the BAFO provision to drive prices down after initial evaluation.

Solicitation-derived estimate methodology: The solicitation scope requires implementation and integration, usage-based or subscription licensing, training, customization and professional services, and support and maintenance. Exhibit B requires pricing in exactly these six line items. Based on comparable county-level criminal justice AI platform procurements in California (Sacramento, San Diego, Alameda Counties) and the scope elements in this RFP (CJIS compliance architecture, mobile application, CMS integration, co-design workshops, pilot deployment, 24/7 support), the following estimate applies:

Cost Element	Low Estimate	Mid Estimate	High Estimate
Implementation and Integration	$75,000	$120,000	$200,000
Annual Subscription/Licensing (Year 1)	$80,000	$150,000	$250,000
Annual Subscription/Licensing (Year 2)	$80,000	$150,000	$250,000
Training	$20,000	$40,000	$60,000
Customization / Professional Services	$30,000	$60,000	$100,000
Support and Maintenance (2 years)	$40,000	$60,000	$90,000
TOTAL 2-YEAR ESTIMATE	$325,000	$580,000	$950,000

All figures above are analyst estimates derived from this solicitation's scope. The pricing structure required is Firm Fixed Price across all line items in Exhibit B; prices must hold for the full contract term. Payment terms are annual invoicing, confirmed in Section VI.A. The single most important pricing decision for this bid: the implementation fee. Vendors who price implementation too low to win on total cost risk delivering an under-resourced go-live and creating performance problems that feed into the BAFO or contract cancellation scenario.

Section 8: NAICS / NIGP Code Table

Code	Type	Full Title	How It Applies	Set-Aside Link

541519	NAICS	Other Computer Related Services	Inferred primary code covering AI platform development and software services. Confirm before submission.	No set-aside specified
920-75	NIGP	Technical Writing and Documentation, IT Services	Directly applicable to the AI report-writing and documentation automation core scope	No set-aside
906-08	NIGP	Automation; Controls; Instrumentation	Applies to the workflow automation, AI model configuration, and process automation components	No set-aside
990-39	NIGP	Emergency Systems Monitoring and Operational Readiness Reporting	Applies to real-time safety intelligence features (warrants, hazard flags) in the mobile field application	No set-aside
946-36	NIGP	Credit Investigation and Reporting	Secondary applicability to data retrieval and reporting functions within the AI platform	No set-aside
961-24	NIGP	Court Reporting Services	Directly applicable to PSI reports, bail studies, and violation petitions for court submission	No set-aside