

— BK-CS-2026-06 / A · SUMMARY OF PROCUREMENT

PRE-BID INTELLIGENCE · CRIMINAL JUSTICE AI · STATE OF CALIFORNIA

The Contra Costa RFP, *summarized in five minutes.*

A pre-bid orientation brief for the U.S. Prime pursuing RFP F-CONTR-0000000220 — Contra Costa County Probation Department's AI-driven generative report-writer and document-automation platform. Scope, deadlines, evaluation structure, CJIS compliance, and submission protocol in one read.

SOLICITATION

RFP F-CONTR-0000000220

Best Value · FFP · BAFO at County discretion

END BUYER

Contra Costa County, California

Probation Department · Purchasing Services

ISSUING OFFICE

Purchasing Services

40 Muir Road, 2nd Floor · Martinez CA 94553

SUBMISSION DEADLINE

May 29, 2026 · 3:00 PM PST

Electronic submission only · no exceptions

PERIOD OF PERFORMANCE

2 years + 1 optional year

Month-to-month after expiry pending renewal

ENGAGEMENT FILE

BK-CS-2026-06

Contra Costa Probation AI · Pre-bid pursuit

An AI platform to give probation officers *their time back*.

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. 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.

The two-year contract term with a one-year option reflects a procurement office that wants proof before commitment. The County is buying time to see whether the platform performs under real field conditions with real officers generating real court documents.

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.

§ 2 · PROJECT IDENTIFICATION

SOLICITATION NUMBER	RFP_F-CONTR-000000220
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 — Full and Open
NAICS CODE	541519 — Other Computer Related Services (inferred; confirm before submission)
NIGP CODES	920-75 Technical Writing & Documentation, IT Services · 906-08 Automation/Controls/Instrumentation
PSC CODE	Not specified
ESTIMATED VALUE	Not stated · see § 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 RELEASE	Not specified · disseminated to all registered vendors
AMENDMENT NUMBER	None as of May 6, 2026
EVALUATION METHOD	Best Value · weighted scoring · BAFO at County discretion
KNOWN INCUMBENT	Not identified in solicitation
SOLUTION TYPE	AI-driven generative report-writing & 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

§ 3 · PROJECT CLASSIFICATION

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 — firm for contract duration per § VI
BUDGET	NOT STATED · see § 7 for solicitation-derived estimate
OFFSHORE WORK	CONDITIONAL — § III.J requires prior written County consent before entering subcontracts. No explicit prohibition; no explicit permission.
COMPLIANCE FRAMEWORKS	CJIS Security Policy (§ IV.F.1) · DOJ data-handling (§ IV.F.2) · SOC 2 Type II (§ IV.F.3) · FedRAMP Moderate equivalence preferred · California Public Records Act (§ V.G)
ACTIVE MODULES	M-IT · M-STAFF · M-TRAIN · M-MULTI · M-FFP · M-NOBDG · M-OFSBK (conditional subcontract restriction)

Twenty-eight days, *publication to close.*

EVENT	DATE	TIME	ACTION REQUIRED BEFORE
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	—	Monitor for addenda or published responses
Vendor Interview / Presentation	TBD	TBD	Prepare demo-ready system · assemble key personnel
BID DUE	May 29, 2026	3:00 PM PST	Complete electronic submission · no fax · no late exceptions

ANALYST ASSESSMENT

28 calendar days 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.

Pre-award, day-one, ongoing, *and administrative.*

Pre-Award Obligations

1 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.

2 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 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 & Compliance Obligations

Maintain all insurance coverage required under General Conditions § 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 § 19(d). Keep all records for five years from final payment per General

Conditions § 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 § I.G.

§ 6 · OFFSHORE PROVIDER ROLE MATRIX

CONDITIONAL OFFSHORE STATUS – IMPORTANT

§ 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 § 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	HARD LIMITS
PRE-BID INTELLIGENCE	Strategy decisions · go/no-go call	Competitive research · RFP review · competitor landscape summary	No direct contact with County
RFP ANALYSIS	Final interpretation · compliance decisions	Compliance matrix · requirement extraction · exhibit mapping	No portal submissions
PROPOSAL DRAFTING	Sign all exhibits · cover letter · final review & certification	Draft technical narrative (within 15-page limit) · draft Exhibit A · price worksheet formatting	U.S. 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	U.S. Prime owns the final pricing decision
COMPLIANCE CROSS-CHECK	Final compliance certification	Checklist verification against all RFP requirements	U.S. Prime reviews before submission
SUBMISSION	Submission — U.S. Prime only	None	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 § III.J	No offshore contact with Probation Dept staff without County approval

No stated budget. *Vendors carry the pricing risk.*

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, the following estimate applies:

COST ELEMENT	LOW	MID	HIGH
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 & Maintenance (2 years)	\$40,000	\$60,000	\$90,000
TOTAL 2-YEAR ESTIMATE	\$325,000	\$580,000	\$950,000

SINGLE MOST IMPORTANT PRICING DECISION

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. 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 § VI.A.

§ 8 · NAICS / NIGP CODE TABLE

CODE	TYPE	FULL TITLE	HOW IT APPLIES
541519	NAICS	Other Computer Related Services	Inferred primary code covering AI platform development and software services · confirm before submission
920-75	NIGP	Technical Writing & Documentation · IT Services	Directly applicable to the AI report-writing and documentation automation core scope
906-08	NIGP	Automation · Controls · Instrumentation	Applies to the workflow automation, AI model configuration, and process automation components
990-39	NIGP	Emergency Systems Monitoring & Operational Readiness Reporting	Real-time safety intelligence features (warrants, hazard flags) in the mobile field application
946-36	NIGP	Credit Investigation and Reporting	Secondary applicability to data retrieval and reporting functions within the AI platform
961-24	NIGP	Court Reporting Services	Directly applicable to PSI reports, bail studies, and violation petitions for court submission

§ 9 · CONTACT INFORMATION

CONTRACTING OFFICER	Des Gebre · Sr. Buyer
EMAIL	desbele.gebre@pw.cccounty.us
PHONE	(925) 957-2499
PROTEST MANAGER	Cindy Shehorn · Purchasing Manager
PROTEST ADDRESS	40 Muir Road, 2nd Floor · Martinez CA 94553
COMMUNICATION RULE	No direct contact with County personnel during the solicitation · all communication through the website until award · violation risks disqualification under § I.G

DISCLOSURE

One engagement. *Internal use only.*

This brief consolidates publicly-available RFP information for the named Prime's pursuit of RFP F-CONTR-0000000220. Real facts only. Independently verify with the issuing authority before submission. The information herein creates no contractual obligation, endorsement, or guarantee.

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