



Massachusetts Department of Criminal Justice Information Services

200 Arlington Street, Suite 2200 Chelsea MA 02150
Phone: 617.660.4600 Fax: 617.660.4613 Web: www.mass.gov/CJIS

CJIS Vendor Proposed Scope Template

Please complete and email the following template to the DCJIS if you wish to provide hardware, software, and/or services that will provide access to criminal justice information (CJI) of any kind and/or that will connect to the CJIS network. This form must be filled out by the vendor and reviewed by the sponsoring criminal justice agency(ies) prior to submission to the DCJIS. This form must also be used provide updated information over time, including to propose new functionality and/or to report changes to vendor contact information such as legal name.

You can save data typed into this form. Template elements that are required for all scope proposals are marked with a red asterisk and must be completed before submitting the form. Template elements that do not have an asterisk should be completed as appropriate based on the proposed scope.

See the CJIS Vendor Policy Guidelines and supporting documentation available at mass.gov/CJIS for additional information.

Submission Date*:

Sponsoring Agency Information:

Enter the name and contact information for each criminal justice agency requesting that the functionality described in this proposal be implemented at one or more of their sites.

Note: If the proposal is for multiple different criminal justice agencies (e.g., multiple police departments) to use the proposed functionality, a joint letter of support must be provided. The joint letter of support must be signed by the Chief/Agency Head of each participating agency.

Agency Name*	Agency Contact Name*	Agency Contact Email*	Agency Contact Phone*	Letter Provided*

Vendor Contact Information:

Enter the name and contact information for the vendor organization as well as the key contact person for the vendor assigned to work with the DCJIS on this proposal.

Vendor Legal Name*:

Vendor Address*:

City*: **State*:** **Zip Code*:**

Vendor Phone*: **Vendor Website*:**

Vendor Contact Person:

First Name*: **Last Name*:**

Email*: **Phone*:**

Proposed Functionality*:

Provide a detailed description of the proposed hardware, software, and/or services to be provided to the end user community. Please be as specific as possible as this information is critical to the DCJIS understanding what the end user community is envisioned to have at the end of the process and for developing demonstration scripts for agencies/vendors approved for development and testing.

CJIS Transactions (if applicable):

Use the check boxes below to indicate which CJIS transactions - including queries and data exchanges - you propose to implement. In Massachusetts, all information exchanges with Nlets, NCIC, and other sources must go through the CJIS Broker. See the CJIS Broker Documentation available at mass.gov/CJIS for additional information on each of the available CJIS transactions.

Queries and Notifications:

☐ Board of Probation Summary Query (BSUM)

☐ Board of Probation Query - By Person Info (BOP1) / By PCF Info (BOP2P)

License to Carry/Firearms ID Card Query - By Person Info (BOPFI1) / By ID Info (BOPFI2)

☐ Firearms Ownership Query - By Person or Serial Number Info (FSI1) / By Transaction Info (FSI2)

☐ RMV License Query - By Key Identifier (R1)

☐ RMV Image Query (RI)

☐ RMV License Query - By Name (R3)

☐ RMV Registration Query - By Various Criteria (R5)

☐ RMV Registration Query - By Partial Plate Info (R6)

☐ RMV Registration Query - By Partial VIN (R7)

☐ RMV Registration Query - By Partial Owner Info (R8)

☐ Sex Offender Query - By Name, DOB or Address Info (SX1) / By Sex Offender Number [SON] (SX2)

☐ Suicide Record Query Q5 - SUI1 / SUI2

☐ Warrant Management System [WMS] - Candidates Query By Person (WMS1) / Detailed Record Query By Court (WMSD)

Recent Query Files - By License Plate or VIN (RQF)

Missing/Wanted Person or Vehicle Query - By Various Criteria (QWA)

- ☐ Stolen Article Query - By Serial Number and Other Article Info (QA)
- ☐ Stolen Boat Query - By Registration or Hull Info (QB)
- ☐ Stolen Gun Query - By Serial Number and Other Firearm Info (QG)
- ☐ Stolen Security Query - By Serial Number and Other Security Info (QS)
- ☐ Initial Interstate Identification Index [III] - History Query (QH) / Summary By SID or FBI UCN (QR)
- ☐ Out of State Boat Registration Query - By Hull or Registration Info (BQ)
- ☐ Out of State Driver's License Query - By Driver's License or License Holder Info (DQ)
- ☐ Driver's History Query - By Driver's License or License Holder Info (KQ)
- ☐ RMV Suspension, Revocation, Re-Instatement Report By Date and Location (SRR) - Not the same as the individually run LIVE KQ by OLN
- ☐ Out of State Vehicle Registration Query - By License Plate or VIN (RQ)

Initial Out of State Criminal Record Query - By Name or Other Criteria (IQ) / By SID (FQ)

Other Nlets Queries

If selected, please specify which of the available Nlets queries you propose to implement, such as transactions pertaining to the National Drug Pointer Index System, the National Insurance Crime Bureau, Homeland Security, and more. See the CJIS Broker Documentation for additional information.

Other Nlets Transactions:

Data Exchanges:

- ☐ Electronic Application for Criminal Complaint (EACC)
- ☐ LPR - State Hotfiles
- ☐ Motor Vehicle Automated Crash and Citation System (MACCS) - Citations and Crash Reports

Hardware Location Description (if applicable):

Specify, in detail, the location of any hardware proposed, including an indication of whether the hardware will be fixed (e.g., installed in a car or at a police station) or mobile (e.g., mobile tablet). Please include diagrams or other supporting documentation you think will facilitate the DCJIS' evaluation of the proposed hardware locations. Hardware must comply with the FBI CJIS Security Policy.

Hardware Configurations (if applicable):

Provide the specifications for the equipment to be connected, including proposed configurations.

Envisioned Benefits*:

Describe, in detail, the envisioned benefits to the end user community of the hardware, software, and/or services proposed.

Security Approach*:

Provide specific details about the methods you propose to implement to comply with DCJIS and FBI security standards and policies, as well as to maintain a high level of security within the system(s) and network at all times. Specify all security controls for each connection as well as the encryption type.

* Data in Transit: TLS 1.3/SHA 256 or TLS v1.2 with weak ciphers removed

* Data At Rest: FIPS 140-2 compliant. Backups and Logins stored on separate server and at separate location.

* Logins: MFA is required and VPN when possible for connections to/from endpoints. Passwords must be strong / complex.

**Hardware Approach
(if applicable):****Software Approach
(if applicable):**

Click to confirm that the sponsoring criminal justice agency(ies) and vendor have read, understand, and intend to comply with DCJIS and FBI security standards and policies. See mass.gov/CJIS for additional information.

☐ **Agreement with CJIS Standards***

Testing Approach Summary*:

Describe how the agency/vendor proposes to test the hardware, software, and/or services within the CJIS network.

Test Sites*:

List the agency site(s) at which you propose to perform the demonstration testing of the proposed hardware, software, and/or services.

Uninterrupted Access*:

Describe the plan for ensuring the agency has uninterrupted access to the production CJIS environment during all testing activities.

Maintenance Approach*:

Provide a detailed description of how the vendor will ensure the long-term viability of the proposed hardware, software, and/or services, including a description of how the vendor will provide maintenance services on anything connected to the CJIS network. Maintenance services are required for compliance with the CJIS User Agreement.

Supporting Attachments:

Vendors are welcome to attach any additional information they believe will be helpful to the DCJIS in evaluating this scope proposal. If you plan to attach additional information, please list the name and description of each attachment below.

Please note, vendors are encouraged to only include information they believe will help the DCJIS in understanding and evaluating the proposed scope. Vendors are discouraged from submitting any marketing or sales materials.

Other Information:

Provide any other information you think will be helpful to the DCJIS in evaluating this scope proposal.

Submit by Email

Print Form

Form can be emailed to CJIS.Support@mass.gov
or mailed to:
Massachusetts Department of Criminal Justice Information Services
200 Arlington Street, Suite 2200 Chelsea MA 02150