DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

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National Purchasing Institute

Felicia Strong-Whitaker, Interim Director

May 23, 2009

Re: ***09RFP100265K-GR***
Unified Justice Case Management System

Dear: Proposers:

Attached is one (1) copy of Addendum #1 , hereby made a part of the above referenced 09RFP100265K-GR.

Except as provided herein, all terms and conditions in the ***09RFP100265K-GR*** referenced above remain unchanged and in full force and effect.

Sincerely,

Gus A. Roberson, CPPO
Interim Deputy Director

This Addendum forms a part of the contract documents and **<u>modifies</u>** the original RFP documents as noted below:

Reference: the following questions relating to the RFP:

Regarding item 7.15 in the Superior Court functional requirements: "Ability to allow cash register validations for each case filed when many cases are paid by one form of payment, e.g., credit card". Please clarify this requirement.

- This means that one credit card payment can be made for several cases and that the payment will be reflected on each case and validated.

Regarding item 7.33 – "Ability to integrate with cash register system with features including but not limited to:" Does the county require integration with a 3rd party cash register system? If yes please provide the vendor and product name.

- The selected vendor should be able to integrate with any well-known cash register system on the market. There is not a particular system in mind.

Regarding item 9.10 – "Ability to support a directory of Law Enforcement Officer information." Is this directory maintained internally or through an interface?

- Through an interface with different law enforcement agencies.

Regarding item 12.1 – "Ability to enter the charges made by a law enforcement officer at the time of a criminal arrest." Please clarify this requirement. Is this an interface point?

- Once officer arrests, they make an entry into the Record Management System (RMS), which should push electronically into our system. There are many arresting agencies with their own RMS systems. Our system should be able to accept this as incoming data.

Regarding item 12.2 – "Ability to create a criminal case before booking, on copy of charges with no physical arrest." Please clarify this requirement. Is this an interface point?

- This would be most likely in the case of a "roundtrip arrest". No, this is not an interface point.

Regarding item 13.11 – The system should be multi-jurisdictional and have the

ability to interface with the jail to notify the jail of bond status and case disposition Will users from different jurisdictions be limited in access to their own jurisdiction?

- They should have full access based on their rights and profile, but should be view-only to other jurisdictions.

Please provide additional details regarding the requirements for the jail interface (format, real time / batch)

- It should be a real-time information exchange between multiple systems.

Regarding item 13.30 – "Ability to display bond information at remote locations, including the courtroom, and provide bond notice and ticklers" Please provide additional information regarding remote locations, including:

  - Will they be users within the system
  - Network Environmental Information

- Yes, these will be users within the system. Users will be on the same logical network, although their geographical locations may be different.

Regarding item 16.14 – "Ability to maintain lists of certified and non-certified interpreters, searchable by personal name, company name and language." Is this directory of certified interpreters maintained internally or through an interface?

- Through an interface.

Regarding item 16.24 – "Ability to maintain attorney information, including but not limited to: name, first, middle, and last, title, attorney type (prosecutor, private, special prosecutor, legal aid, pro-bono; bar number, law firm name/association; address, practice status (active, suspended, disbarred);telephone/fax numbers, and email address" Is attorney bar information maintained internally or through an interface?

- Through an interface.

Regarding item 18.27 – "Ability to record and correct the tender type (e.g., cash, check, credit card etc.)." Please clarify this requirement. At what point should a user be able to correct the tender type?

- During the live transaction only. If a correction is needed later, it should be done by a supervisor with an audit trail.

Regarding item 19.29 – "Ability to use a wizard-like process to enter all information pertinent to initiation of a case for all case types." Please define/clarify what is meant by "wizard-like"?

- A wizard is an optional graphical user interface that is instructional and based on decision-tree logic.

Regarding item 19.57 - Provide a mechanism to set up, in advance, actions or

activities that will occur upon the filing of a particular document (e.g., The filing of document A will trigger activities X, Y, and Z.). Please provide further clarification of the types of triggered activities. Form generation? Tickler implementation? Case status change?

- An example would be that First Appearance must occur within 72 hours of an arrest citation. A notice should be generated as the 72-hour mark draws near. There are numerous triggered activities, and it will be the responsibility of the chosen vendor to capture and document these activities during the Business Process Review that is expected at the beginning of the project.

Regarding item 33.3 – "Ability to add and modify specific components of a legal disposition based on parameters periodically established and configurable at the local and state level." Please clarify this requirement.

- Any legal changes or requirements regarding disposition should be configurable on both the state and local level.

Regarding item 35.1 – "Ability to handle extraditions to and from other states." Please confirm that this is an active interface with other vendors.

- Yes. The system should be prepared to send and receive XML data. , but should be adaptable to changes in accordance Legal Electronic Data Exchange Standard and Uniform Task-Based Management System standard. If XML becomes an unpopular means of data exchange in the future we would look to the vendor to follow these standards of data exchange.

Regarding item 2.6 of the Sheriff's functional requirements – "Ability to easily and visually differentiate particular types of cases. Clarify what is meant by 'types of cases'? What are the different types of cases? Provide examples/enumerated list."

- There are many different types of cases (felony, misdemeanor, part 1, etc.), but this should be user-defined and configurable.

Regarding item 4.6 – "Ability to configure the case type to include the required roles/participants in the case" Clarify what is meant by 'types of cases'? What are the different types of cases? Provide examples/enumerated list.

- See previous question.

Regarding item 4.12 – "Ability to track the kind of service that is required for each type of participant and case." Clarify what is meant by case and service? What are the different types of cases and service? Provide examples/enumerated list.

- There are many different services available (classification, interpreter, mental health, etc.), and these could change, so again, a user-configurable list would be required.

Regarding item 14.3 – "System must be able to notify multiple Jail departments of detainee requests (e.g. Medical request) with a configurable module." Clarify and provide a list of all detainee requests and additional specifics on configurable module.

- It is not possible to predict all types of detainee requests. A user-configurable list would be required.

Regarding item 21.3 – "System must note a non-contact visit restriction on the allowed visitor list." Please clarify what is meant by non-contact visit restriction.

- No physical contact permitted.

Regarding item 21.7 – "System should log every visit and prevent over usage." Please clarify what is mean by over usage.

- Over usage refers to an exceeding of visitation privileges.

Regarding item 22.2 – "System should track and schedule the weekender sentences, which occur over periods. Use of templates should facilitate ease of use for those doing the scheduling. System should permit exchange of information with probation personnel through an interface with Loryx" Provide additional information about Loryx including interface/integration details.

- Loryx is the current CMS used by Pre-Trial and Drug Court, and it runs on a Oracle database.

The RFP is very clear that a single system is sought to support all 12 justice organizations. While this centralized approach has been popular in the past, justice organizations in other states have not been satisfied with this architecture and are pursuing a different model that allows each organization to use its own application that is specific to its individual needs, with strong integration of these components to reduce data entry redundancy and to ensure high-quality data. Will the county consider proposals that are not strictly compliant with the 'fully centralized' approach?

- Yes.

In our work with other Georgia counties, we have seen a lot of interest by district attorneys and solicitors in using the statewide prosecutor system that has been developed by the DA's council. Is there any interest in using this application in Fulton County?

- All Fulton County Departments are encouraged to use the unified system with a minimal number of interfaces.

The RFP calls for a product that can be customized without coding (highly configurable), that is centralized for all 12 justice organizations (a single application), that is available off-the-shelf, and that is operational (for more than one year) in three locations. The NCSC is not aware of any applications that can meet all of these requirements. What is the strategy of the county to select a vendor if none can meet all of these requirements? Are there any priorities among these requirements as to which are most important in the selection process?

- The strategy is to select the package that meets most of the requirements with the focus being on a highly configurable system.

The NCSC is interested in conducting the business process review. The requirements of this process are extensive, but the time frames allowed for the completion of this work are very tight. Our reading of the RFP is that the jail analysis must be completed within 30 days of contract execution and the other eleven agencies within 90 days of contract execution. The only way that these timeframes could be met would be if each organization were willing to make many staff members available nearly full time for several weeks. Are all of the justice organizations prepared, able, and willing to commit business experts nearly full time to support this effort? Is there any flexibility at all in these deadlines? It is not unusual to require several weeks of lead time to schedule meetings with judges, for example.

- Yes, the personnel will be made available. No, this is not flexible.

Could you provide some estimate of the number of staff (system users) in each of these twelve justice organizations with whom we would work to conduct the business process review, and how the organization of each agency is structured? This is critical to the development of a plan for the business review.

- There will be a team of subject matter experts from each agency that will be available.

Will the County provide the number of users per criminal and civil agency using the new CMS (DA, Solicitor, Probate, State, & Superior Courts)?

- The County is seeking an Enterprise License for this package. If the number of users will be needed for technical reasons, that number can be provided to the selected vendor during the contract negotiation phase.

Please provide additional details about the source databases for the required conversions in the criminal and civil phases (Criminal 4 sources, Civil 3 sources). Examples of required details for a fixed price are:
-- Table Names to be converted and the fields within each of the tables with a description?
-- Relationships between the tables?
-- Provide the file in comma separated text files (or Access or SQL Server format)?

- For security reasons, this information will not be made available at this time. If needed, this information can be provided to the selected vendor during the contract negotiation phase.

Please provide additional details about interface requirements for the DA office (CACTIS, JCATS, Stars/Scribe/OTIS, Georgia Protective Registry, states child support case management, court reports). Examples of required details for a fixed price are:

- Is this an incoming or outgoing exchange? (or both) - **Both**
- Is there an existing specification to write to? (please provide) - **no**
- What is the desired data format (XML, Comma Delimited Text, Space Delimited Text, etc.)? - **XML**
- Desired method of transport (Web Services, FTP, etc.)? – **web services and ftp**
- What event will trigger the Exchange? - **multiple**
- Desired schedule of Exchange? – **real-time**
- Who will initiate the Exchange (UJCMS or receiving/sending agency)? – **both, depending on the trigger**
- What is the proposed data screening/verification method? – **thorough QA**

Does the County require a central server for all applications or will every agency have their own server and manage their own software installations?

- The County will use a centralized approach.

Requirement 2.8: The RFP requests a system able to accommodate 500 concurrent users without the response time changing from three seconds or less. The County also requires a site license in the RFP. Please confirm the expected maximum number of concurrent users for which to size the system.

- 500

Requirement 6.1 to 6.5
Please provide vendors with specifics on the size of data to convert.
- What is the size of the data that will be converted for each data source?
- How many Records Management workstations (users) does the County have?
- How many Jail workstations (users) does the County have?
- How many users will need browser/query access?

- 500 concurrent users. Please see RFP Appendix for usage statistics.

Section 1.2.d: What application(s) is each division currently using?

- Sheriff – Tiburon
- Courts – Banner, TSG, and Tiburon / mainframe
- DA – Prosecutor Dialog
- Police / Marshall – Intergraph RMS

- Pre-trial / Drug Court – Loryx
- Juvenile / Public Defender – JCATS
- Probate Court – legacy mainframe application

Section 1.4.5: What other local and federal agencies are in scope, e.g. GBI, DMV?

- Please refer to the RFP for details on interfaces.

Section 2.16. paragraph 7: What and how many Human Resources is the county providing to the project and in what capacity?

- This Project will be managed through the Program Management Office (PMO), who will be staffing the project. Subbject Matter Experts (SME's) will be provided by each agency.

Section 3.3: What is the configuration of user's workstations – desktops only, docking stations with laptops, and/or laptops?

- Please refer to the technical specifications in the functional requirements of the RFP.

Adherence to Technology Standards 5.1, Page 121: Is the county open to recommendations for hardware and software configuration or is the county restricted to the listed applications and hardware?

- The County is open to recommendations, but the preference is to consistently adhere to standards.

Section 2.8: Can my firm submit a response to the RFP as a subcontractor/joint venture and also as a Prime?

- Your firm may respond as a subcontractor on as many responses as you can, but as a prime or joint venture prime partner on only one (1) response. Thus, you may respond as a prime on one response and as a sub-contractor on other responses.

RFP Requirement: 2.11 MINIMUM PARTICIPATION REQUIREMENTS FOR PRIME CONTRACTORS
Pursuant to Fulton County Code 102-357, Prime Bidders on the project must perform no less than 51% of the scope of work required under the project.

XYZ Corp will respond to the Fulton County, GA Unified Justice Case Management System RFP as the prime contractor. Our proposed solution will include our third-party partner's applications which collectively may exceed 49% of the total solution. Our intent is to address all of the County's requirements with industry best solutions, in Justice Information Systems for Jail, Criminal, and Civil products. Is this approach an acceptable method for responding to the County's RFP?

- Fulton County Code Sec. 102-357 – "The County Manager is hereby directed to ensure that no contract or project is hereafter presented to the board of commissioners for approval which does not require that the prime contractor or vendor for the project or contract actually perform no less than 51 percent of the scope of the work of the prime contract. Construction contracts shall be exempt from the requirements of this section. (Res. No. 98-1001, 7-15-98)"
- 102-357 is mandatory. The County Manager cannot present a contract for approval that does not meet the 51% rule.

Please clarify what metric is used to determine if a Prime Contractor is providing 51% of the scope of services (such as products proposed or proposed project cost).

- Participation is measured by the work done, services provided, goods supplied, as measured by the scope of work. It is not measured by cost.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time ***May 27, 2009*****, 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2009.

_____
Legal Name of Bidder

_____
Signature of Authorized Representative

_____
Title