



Request for Proposal, 14MCO499 INTEGRATED CASE MANAGEMENT SYSTEM
In response refer to RFP No. 14MCO499 Addendum 2 (two)
November 3, 2014

Gentlemen/Ladies:

Please note that there has been a change made to the original request for proposal. The following information shall be removed from the coordinating pages as listed below:

- Page 28** 29. The solution must allow for a single arrest record to result in the control/TRN number being created by the Midland County Sheriff's Office's Archonix software to be used by the District Attorney's Office, to handle arrests in which a suspect committed a felony and misdemeanor at the same time. The office must be able to assign their own control number.
- Page 29** 47. The solution must allow for item-by-item selection/"tagging" of visibility for case items for access by defense attorneys, parties in a suit, users, departments, the general public, and other groups. This includes individual items that may have been imported/added to the case (i.e., electronic documents, media files, etc.).
- Page 30** 60. The solution must provide fields to represent the "plea offer" and produce a plea offer document within the criminal case.
- Page 30** 69. The solution must allow defense attorneys web-based, read-only access to selected cases and selected details of cases.
- Page 31** 79. The solution must ensure the prosecutor section is initially populated from the Jail Management System and/or from the CCH/CJIS/EDR Return File.
- Page 28** 41. The solution must allow an authorized user to set grand jury hearings for criminal cases.
- Page 29** 42. The solution must allow an authorized user to specify the cases to be included on the grand jury docket.
- Page 29** 43. The solution must allow a user to close the case as "no billed" if the grand jury decides not to proceed with the case.
- Page 29** 44. The solution must allow a user to update the case's status to indicate the indictment if the grand jury elects to proceed with the case and update the system with the court assignment.
- Page 29** 56. The solution must contain two independent criminal case management system databases as well as two independent civil case management databases (one each for bond forfeiture and asset forfeiture) for the District Attorney's office.
- Page 17** **PROJECT OVERVIEW:** Should the proposer wish to have access to the source code, runtime files, or other assets, Midland County will provide such assets upon execution of a non-disclosure agreement with the proposer.

Questions have been asked according to the instructions of the RFP and are hereby answered.

1. Regarding section III Scope of Work Section A Project Overview: The Solution has been in use by the County for approximately thirty years. There are currently approximately 150 users on the legacy system. How many of these users will interact with the jury management component? **25**
2. Could the court provide a copy of a sample jury summons packet? **We only have a jury summons card Ross will bring one**
3. Does the court have a preference on a document management system or can documents for the jury management system be stored in the jury database or file system? **File system**
4. How many summonses does the court produce annually? **Approximately 50,000; this varies**
5. What is the average number of jurors checked in per day? **We check in approximately 200 per week**
6. What is the frequency of jury pool creation? **Jury wheel reconstituted yearly; jury pool constituted weekly**
7. What is the average size of jury pools? **We send out 750 notices; approximately 200 jurors respond**
8. What is the average size of jury panels created? **70**
9. Does the jury management office currently scan and harvest information from the juror questionnaire forms? **Yes, we scan and harvest the jury cards**
10. Would the County accept a parent guarantee for the Bid Bond (Section B.8 of II. Submittals) and Payment and Performance Bonds (Section B.0 of II. Submittals)? **Yes**
11. Is the Contractor correct in its assumption that the sentence addressing custom-engineered software (A. Project Overview, Page 17) should be stated as “Additionally, the proposal should include the rights for Midland County to modify and re-compile and custom-engineered software (i.e., “source code”) at its discretion.”? **This sentence should be clarified to read as: “If the proposed solution utilizes custom-engineered software provided solely in source code format, the proposal should include options for vendor-provided support as well as a path to migrate that support to Midland County. Additionally, the proposal should include the rights for Midland County to modify and re-compile said source code at its direction.” Please note that this is an official change to the original request for proposal.**
12. Page 15 #8 Bid Bond: Will Midland County accept a Cashier’s Check payable to Midland County for the 5% Proposal Bond? **Yes**

13. Page 17 A. Project Overview: Will all 4 companies that Midland County desires integration cooperate in the integration effort with selected Software Company? **Any company that Midland County desires integration with will have the same or a similar agreement in place in order to establish cooperation.**
14. Page 17 A. Project Overview: Will guarantees be made to selected Software Company that source code is not used to sell or provide to others? Is the source code placed in Escrow acceptable instead? **Yes. Yes.**
15. Page 19 #2 Public On-Line Portal: Will the on the on-line public portal be on Midland County's website or vendors? **The on-online portal will be hosted on a website located within Midland County's datacenter.**
16. Page 21 #5: To better provide server specs, how much data is currently on server and approximate amount added each month/year? **Approximately 200 gigabytes of database, 300 gigabytes of images with an estimated 10% of annual growth.**
17. Page 28 #29: Isn't this the DA software TechShare responsibility? **This is an item that should not have been included among the specifications. It is something that is generated by the TechShare Software.**
18. Page 29 #47: Isn't this the DA software TechShare responsibility? Potential Vendor has a Prosecutor's Package Case Management that includes e-discovery, should we price a Prosecutor's Package, also? **This is an item that should not have been included among the specifications. We do not desire a price on a prosecutor's package.**
19. Page 30 #60: Isn't this the DA Software TechShare responsibility? Potential Vendor has a Prosecutor's Package Case Management that includes this feature, should we price a Prosecutor's Package also? **This is an item that should not have been included among the specifications. It is something that should be generated by the TechShare Software. We do not desire a price on a prosecutor's package.**
20. Page 30 #69: Same question as above. **This is an item that should not have been included among the specifications. It is something that should be generated by the TechShare Software.**
21. Page 31 #79: How is another company expected to populate DA software? **This is an item that should not have been included among the specifications. It is something that should be generated by the TechShare Software. We do not desire a price on a prosecutor's package.**
22. Page 32 #5: What e-ticket writer company is being used? **Voyager, Salient Federal Solutions**
23. In Section K on page 12 of the RFP, it states that we must complete the enclosed Vendor Acknowledgement Form, but the form was not included in the RFP. Will the County please provide the referenced form. **SEE DOCUMENT ATTACHMENT C – VENDOR ACKNOWLEDGEMENT**

24. In section 6 – References on page 15 of the RFP, it states that we must complete the enclosed form, but a reference form was not included in the RFP, Will the county please provide the referenced form. **SEE DOCUMENT ATTACHMENT A – REFERENCES FORM**
25. Question #4 of Addendum 1 states that there are no other systems for conversion other than the AS400 Net Data system. Will the County confirm that images are a part of the same AS400 Net Data system and conversion of images are included in the scope of the project. **The NetData system works in tandem with RVI (Real Vision Imaging). RVI manages the images and are included under the conversion scope. While the images themselves will not need to be converted, the index file(s) will.**
26. RFP page 22 indicates that the selected solution provider will be responsible for the transfer of all data from the existing legacy system. Will the County elaborate on the intent and process for providing an extract of the data to the selected vendor. **Midland County will pursue as much cooperation as possible from NetData in order to establish a database layout and/or schema. Midland County is requiring that the new software vendor work with the County and NetData in order to transfer and/or convert all existing data into the new software. The data will need to be transferred into the new software so that the new software is accurate and functional.**
27. Question #5 of Addendum 1 states that the prosecutor will not be moving to the proposed solution. Several requirements listed in the RFP appear to be features solely used by a prosecutor’s office. I.E. Page 28 to 29, items #41-44, 56. Please amend the requirements if there are items that are specific to the needs of the prosecutor that have been included in error. **These are requirements that are specific to the needs of the prosecutor that are likely handled by TechShare. Respondent is correct that the RFP should be amended to delete these requirements, along with the ones noted in the EDOC response.**
28. In response to – SOLUTION FEATURE REQUIREMENTS and GENERAL REQUIREMENTS, is it permissible to answer as follows:

Ex: 5. The solution must allow a judge to assign an offender to be placed on probation under supervision for a certain period of time as a result of a deferred adjudication.

Response: Yes (Software complies), No (software does not comply) or Will Develop, or a further detailed response. **Midland County needs a detailed response for this.**
29. In section B. Submittal, #7. Proposal Pricing/Delivery on page 15 of the RFP, it states that we shall submit price proposals on the forms included in the RFP documents, but the form does not appear to be included in the RFP. Will the County please provide the referenced form. **SEE DOCUMENT ATTACHMENT B – PRICING FORM**

OFFICIAL JURY SUMMONS

Presorted
First-Class Mail
U.S. Postage
Paid
Midland, TX 79711
Permit 10

RETURN SERVICE
REQUESTED

POSTMASTER
DELIVER TO 

IMPORTANT: Please read carefully all information on the front and back of this summons. Answer all questions below. Bring entire summons with you to court. Please print legibly with black ink. You are to appear promptly as instructed by this summons. If you have a special need or disability, you are encouraged to notify the court immediately concerning request for reasonable accommodation. **The following "Juror Questionnaire" is required by Texas Government Code, Section 62.0132.** Your answers are confidential and may be disclosed only to the judge, court personnel, the litigant, and the litigant's attorney. General information regarding jury service is available on the following website, www.americanjuror.org.

JUROR QUESTIONNAIRE

If name or address is incorrect, please make corrections above.

1. Date of birth _____ Age _____
2. Length of residence in Midland County _____
3. Home phone number _____
Work phone number _____
4. Your Occupation _____
5. Name of present employer _____
6. Length of employment at present job _____
7. Marital status: _____
 Married Single Divorced Widowed
8. Spouse's name _____
9. Spouse's occupation _____
10. Spouse's place of employment _____
11. Spouse's length of time at present employer _____

12. No. of children _____ Range of ages from _____ to _____ years
13. Are you a U.S. citizen? Yes No *(Required by State Law)*
14. Male Female *(Required by State Law)*
15. Race _____ *(Required by State Law)*
16. Please check highest level of education completed:
(Required by State Law)
 Did not receive High School Diploma
 High School Post Graduate
 G.E.D. Other
 2 year college _____
 4 year college university _____
17. Have you ever served on a:
 Civil Jury? Yes No
 Criminal Jury? Yes No

I certify under penalty of perjury that the above statements are true and correct.

Your Signature

JUROR'S RIGHTS AND RESPONSIBILITIES

Failure to Answer Summons and Penalties: A person who fails to comply with this summons is subject to a contempt action punishable by a fine of not less than \$100 nor more than \$1,000 (Texas Government Code, Section 62.0141). Additionally, a person shall be fined not less than \$100 nor more than \$500 if the person: (1) fails to attend court in obedience to the notice without reasonable excuse, or (2) files a false claim of exemption from jury service. (Texas Government Code, Section 62.111)

Security: At each entrance to the Courthouse you will be required to pass through a security check station. If you bring pocket knives, scissors, pepper spray, etc. with you, be prepared to leave them with the security officer. These types of items cannot be brought into the Courthouse and are best left in your vehicle or at home.

Right of Reemployment: A private employer may not terminate the employment of a permanent employee because the employee serves as a juror. An employee whose employment is terminated in violation of this section is entitled to return to the same employment that the employee held when summoned for jury service if the employee, as soon as practical after release from jury service, gives the employer actual notice that the employee intends to return. (Texas Civil Practice and Remedies Code, Section 122.001)

Proper Clothing Required: The District, County, and Justice Courts of Midland County, Texas have promulgated rules of conduct and courtroom decorum governing proceedings before the court. Among these rules is the provision that all persons be appropriately attired for court. **All persons entering the courtroom should be dressed in clothing reasonably befitting the dignity and solemnity of the court proceedings.** (Tank tops, T-shirts, shorts, or resort wear are not considered appropriate attire.)

Exempt or Disqualified: You do not need to appear in person if you are exempt or not qualified for jury service. To claim an exemption or report your disqualification you must complete the following form below, sign it and mail or personally bring it immediately to the address printed on the front of this summons. By claiming a disqualification or exemption based on the lack of citizenship or lack of residence in the county, you might no longer be eligible to vote in the county.

GENERAL QUALIFICATIONS FOR JURY SERVICE

(Texas Government Code, Section 62.102)

To serve as a juror you **must** meet the following qualifications:

1. be at least 18 years of age;
2. be a citizen of this state and a resident of the county in which you are to serve as a juror;
3. be qualified under the Constitution and laws to vote in the county in which you are to serve as a juror (Note: you **do not** have to be registered to vote to be qualified to vote);
4. be of sound mind and good moral character;
5. be able to read and write;
6. not have served as a juror for six days during the preceding three months in the county court or during the preceding six months in the district court;
7. not have been convicted of misdemeanor theft or a felony; and
8. not be under indictment or other legal accusation for misdemeanor theft or a felony.

EXEMPTIONS FROM JURY SERVICE*

(Texas Government Code, Section 62.106)

You may be excused from jury service if:

1. you are over 70 years of age (To request a permanent exemption for age, mark the appropriate box below.);
2. you have legal custody of a child or children younger than 12 years of age and service on the jury would require leaving the child or children without adequate supervision (This exemption does not apply to day care workers or childcare providers.);
3. you are a student at a public or private high school;
4. you are enrolled and attend college;
5. you are an officer or an employee of the senate, the house of representatives, or any department, commission, board, office, or other agency in the legislative branch of state government;
6. you are the primary caretaker of a person who is an invalid unable to care for himself or herself. (This exemption does not apply to health care workers.)
7. you are a member of the United States military forces serving on active duty and deployed to a location away from your home station and out of your county of residence.

* You are not required to claim an exemption. It is your choice.

I do hereby certify under penalty of perjury that I am:

- EXEMPT because of the reason circled above.
- DISQUALIFIED because of the reason circled above.
- PERMANENT EXEMPTION because I am over 70 years of age.

ATTACHMENT B - VENDOR ACKNOWLEDGEMENT

The undersigned hereby certifies that he/she understands the specifications and any addenda, has read the document in its entirety, and the prices submitted in this proposal have been carefully reviewed and are submitted as correct and final. If the proposal is accepted, the vendor further certifies and agrees to furnish any or all products/services upon which prices are extended at the price offered, and upon conditions in the specifications of the request for proposal.

The undersigned hereby certifies the foregoing proposal submitted by the company listed below (hereafter called "solution provider") is the duly authorized agent of said company and the person signing said proposal has been duly authorized to execute the same. The solution provider affirms that they are duly authorized to execute this contract; this company, corporation, firm, partnership, or individual has not prepared this bid in collusion with any other solution provider; and the contents of this bid as to prices, terms, or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Company Name: _____

Principal Place of Business Address: _____

Street: _____

City, State, and ZIP: _____

Principal Place of Business Telephone: _____

Principal Place of Business Fax: _____

E-mail of Representative: _____

Federal Tax ID#: _____

Acknowledgement of Addenda (circle to indicate acknowledgement): #1 #2 #3 #4 #5

Authorized Representative Name: _____

Authorized Representative Title: _____

Authorized Signature: _____

ATTACHMENT C - VENDOR REFERENCES

List three current customers who can verify the quality of service your company provides.

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

ATTACHMENT D – PRICING
I. TRADITIONAL LICENSE MODEL

Respondents quoting a solution with traditional software licensing shall quote their pricing for all fees, charges, etc. for the specified solution. Clearly define all fees, charges, etc. that may be incurred by Midland County. Pricing shall be inclusive of all fees including travel, living, and other out-of-pocket expenses incurred in providing the services requested under this RFP. As a minimum the cost breakouts should cover the following:

Item Name/Description	Costs, Fees, Charges, etc.	Detailed Explanation
<p>Traditionally Licensed Software Base Software (indicate pricing unit) Optional Features Third-Party Software/Add-Ons</p> <p style="text-align: right;">TOTAL LICENSE FEES:</p>		
<p>Professional Services/Consulting Fees Project Services Technical Services Implementation Services</p> <p style="text-align: right;">TOTAL PROFESSIONAL SERVICES FEES:</p>		
<p>Training Fees Flat-Fee Training Costs Included Hourly/Bundled Costs for Additional Training</p> <p style="text-align: right;">TOTAL TRAINING FEES:</p>		
<p>Maintenance and Support Costs First 60 Months Each Year Thereafter</p>		
<p style="text-align: center;">TOTAL COST OF TRADITIONALLY LICENSED SOFTWARE PROPOSAL:</p>		

ATTACHMENT D – PRICING
II. SOFTWARE-AS-A-SERVICE (SaaS) LICENSE MODEL

Respondents quoting a solution using a software-as-a-service (SaaS) model shall quote their pricing for all fees, charges, etc. for the specified solution. Clearly define all fees, charges, etc. that may be incurred by Midland County. Pricing shall be inclusive of all fees including travel, living, and other out-of-pocket expenses incurred in providing the services requested under this RFP. As a minimum the cost breakouts should cover the following:

Item Name/Description	Costs, Fees, Charges, etc.	Detailed Explanation
<p>SaaS Licensed Solution Base Software (indicate pricing unit) Optional Features Third-Party Software/Add-Ons</p> <p style="text-align: right;">TOTAL LICENSE FEES:</p>		
<p>Professional Services/Consulting Fees Project Services Technical Services Implementation Services</p> <p style="text-align: right;">TOTAL PROFESSIONAL SERVICES FEES:</p>		
<p>Training Fees Flat-Fee Training Costs Included Hourly/Bundled Costs for Additional Training</p> <p style="text-align: right;">TOTAL TRAINING FEES:</p>		
<p>Maintenance and Support Costs First 60 Months Each Year Thereafter</p>		
<p style="text-align: center;">TOTAL COST OF SOFTWARE-AS-A-SERVICE PROPOSAL:</p>		

ATTACHMENT D – PRICING
III. ENGINEERED SOFTWARE SOLUTION

Respondents quoting a solution using an engineered software solution shall quote their pricing for all fees, charges, etc. for the specified solution. Clearly define all fees, charges, etc. that may be incurred by Midland County. Pricing shall be inclusive of all fees including travel, living, and other out-of-pocket expenses incurred in providing the services requested under this RFP. As a minimum the cost breakouts should cover the following:

Item Name/Description	Costs, Fees, Charges, etc.	Detailed Explanation
<p>Software Engineering Fees Base Software (indicate pricing unit) Optional Features Third-Party Software/Add-Ons</p> <p style="text-align: right;">TOTAL ENGINEERING FEES*: *Indicate technique used for arriving at cost estimation (SLIM, Delphi, OLS, Bayesian, etc.)</p>		
<p>Professional Services/Consulting Fees Project Services Technical Services Implementation Services</p> <p style="text-align: right;">TOTAL PROFESSIONAL SERVICES FEES:</p>		
<p>Training Fees Flat-Fee Training Costs Included Hourly/Bundled Costs for Additional Training</p> <p style="text-align: right;">TOTAL TRAINING FEES:</p>		
<p>Maintenance and Support Costs First 60 Months Each Year Thereafter Projected Cost for Moving Support In-House</p>		
<p style="text-align: center;">TOTAL COST OF SOFTWARE ENGINEERING PROPOSAL:</p>		