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ADDENDUM 1
RFP 16-0069
ELECTRONIC SUBPOENA SOFTWARE

July 15, 2016

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Electronic Subpoena Software for the District Attorney's Office.

Questions and/or statements of clarification are in bold font, and *answers to specific questions are italicized.*

1. **What is the triggering event from JustWare for the new system to send out electrically generated subpoena email?**
   Trigger events include; hearing type, date and time in addition to pre-identified law enforcement officer and other relevant case involvement types (i.e. case coordinator). Subpoena notifications are required to have a pre-defined amount of time between the actual hearing date and the notifications (example: Jury Trial subpoenas are issued 21 days before the hearing date. This is variable based upon the hearing type and case type.

2. **Once the triggering event has occurred, will JustWare notify the new electric subpoena system via database, message queue or soap/restful with information needed (e.g. hearing date, hearing types, case number, officer, agency, address etc.) to generate subpoena and the new system will store and email the generated subpoena link to the selected law enforcement officer?**
   This is one viable solution that could be offered by interested vendors.

3. **How will event updates or deletions work?**
   Hearing events are not deleted. A hearing status will control the notification. A hearing status of null will trigger the subpoena notification. An example - the status of "continued" will reflect no need to generate a subpoena notification for that specific date/time. A new hearing will be entered and the process will now look to the new hearing date, type and time for notification.

4. **How many unique templates will be expected to be created based on hearing types and agency association (scope item #6)?**
   Each case type will have different text in the body of the form/ template. The case types now include (but could change in the future), criminal, traffic, juvenile offender, and fish and game. Each case type has its unique set of hearing types and those may contain different text. Each hearing type, based upon the case type, will have varying text an example of which includes, but is not limited to the time to appear, phone numbers, hearing location, other specific instructions relevant to the case and hearing type.

5. **How many agencies are set up in JustWare to receive subpoenas (scope item 7)?**
   The initial intention is to include only a small group of law enforcement agencies. Once implemented, the group could expand to include all law enforcement agencies and other professional agencies frequently subpoenaed for

court.

6. **Is it a correct assumption that templates for subpoena and notification do not exist today, thus need to be created as part of this project?**
    Templates now exist in RTF format.

7. **Is the court seal on the subpoena static or does it vary by court (scope item #4)?**
    Static

8. **Is the signature on the subpoena the signature of DA (scope item #4)?**
    No, Judge's signature is an image embedded within the document. The DA signature is text format.

9. **What information and functionality needs to be provided at the web portal (scope item #9) for external access (scope item #9)?**
    The subpoenaed person should be able to view the actual subpoena template and have a dashboard to reflect details such as all cases and associated information of which they have been subpoenaed.

10. **Do law enforcement officers at agencies have access to DA's system today?**
    No.

11. **How does the subpoena get to the law enforcement officers today?**
    Paper is distributed through a department liaison or mailed to the agency directly.

12. **Who are the intended portal users (scope item #9)?**
    The initial intention is to include only a small group of law enforcement agencies. Once implemented, the group could expand to include all law enforcement agencies and other professional agencies frequently subpoenaed for court.

13. **Are all recipients law enforcement officers (scope items 3 and 4)?**
    The initial intention is to include only a small group of law enforcement agencies. Once implemented, the group could expand to include all law enforcement agencies and other professional agencies frequently subpoenaed for court.

14. **Who is 'supervision' to be notified for escalation (scope item #15)?**
    Law enforcement will identify alternate staff within each agency to make notification if subpoenaed witness has not read, viewed or responded to a subpoena.

15. **Who will be the 'user' that will need to view his/her summary calendar (scope item #20)?**
    The initial intention is to include only a small group of law enforcement agencies. Once implemented, the group could expand to include all law enforcement agencies and other professional agencies frequently subpoenaed for court.

16. **Could you describe some scenarios where data needs to be exported to JustWare (additional information item #6)?**

    Subpoena status will need to interface with JustWare (i.e. date and time a subpoena was generated for a specific hearing event). We anticipate potential coordination with county technology security to ensure compliance with county security policies and general technology assistance.

17. **What happened to a similar RFP issued in 2012?**

    Funding was not available at the time and staff resource allocations were not sufficient to coordinate and implement the project.

Firms interested in submitting a *proposal* must respond with complete information and **deliver on or before 1:45 p.m.** *CDT, July 26, 2016*. Late *proposals* will not be accepted and will not receive consideration for final award.

"PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE."

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Kim Evans
Purchasing Agent