



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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ADDENDUM #1

RFP #22-0084

Case Management System for the District Attorney's Office

January 3, 2023

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for the Case Management System for the District Attorney's Office and Department of Corrections.

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

1. Have you considered alternative purchasing methods to help expedite the process? NASPO or SHI?

The county has the ability to use NASPO and SHI for purchasing.

2. Does the county desire to purchase a hosted solution or have the system installed locally on county servers?

The county will consider both hosted and locally installed solutions.

3. How much additional storage is being used to store documents, images, videos, and other files that will be migrated to the new solution?

A minimum of at least 700 GB of storage will be needed for documents and images. In addition, the county would like proposals to include options for storage of up to 20 TB of documents, videos, images, etc. Proposals should include both "hot" and "cold" storage options.

4. How large is the current database?

The current database is approximately 259 GB.

5. Does the county have a desired Go-Live date?

At this time the desired Go-Live date is second quarter 2024. The timeline could shift to late 2023 based on the State of Kansas' timeline for the transition to the Odyssey Court Case Management System and/or budget availability. The timeline (as set by the Office of Judicial Administration) for Odyssey at this time is August 2023.

6. Should quotes include user licenses for all 158 Full time employees of the District Attorney's Office? Are there any other personnel that will need to access the system such as part time employees? Are there additional users from the Department of Corrections and Counselor's Office?

- a. *175 users in the DA's office*
- b. *17 users in the Counselor's Office*
- c. *20 users in Corrections*

7. What is the budget for this project?

- a. *To be determined based upon proposals received.*

8. What are the primary reasons to replace Justware?

Justware has reached end of life and we have limited 3rd party support.

9. Does the organization wish to replace an existing document management system, integrate with one or acquire on as part of this procurement?

Ideally, the new CMS will include a document management system. Options for integrating with the current document management system (OnBase) should be included as well.

10. For cloud solutions does the county have a preferred cloud environment such as AWS GovCloud or Microsoft Azure Government?

Both solutions are acceptable.

11. Have you evaluated or viewed any other vendor's products? If yes, please provide details.

Yes. The details of the products viewed are not relevant to this RFP.

12. Will preference be given to browser-based applications?

We will choose the solution that best fits our need.

13. Are solutions that utilize VDI technology (Citrix, RDP, VMware View) acceptable?

We would need to discuss further the specific offering. Our staff do not currently support a VDI solution.

14. Will any users be accessing the system via VPN? If yes, please provide technical requirements.

To connect via VPN, it must be a county computer, managed by active directory, group policy, up to date on patches, and antivirus solution. The machine requires a certificate installation to allow connection to the VPN.

15. If planning on migrating data to the new system what sample data, record layouts, schema, ERD, etc. is available for analysis?

This information can be discussed in detail with the selected vendor.

16. What is the desired timeframe for implementation?

At this time the desired Go-Live date is second quarter 2024. The timeline could shift to late 2023 based on the State of Kansas' timeline for the transition to the Odyssey Court Case Management System and/or budget availability. The timeline (as set by the Office of Judicial Administration) for Odyssey at this time is August 2023.

17. Will any consultant be assisting with product selection or implementation? If a consultant is involved please identify them. If assisting with the implementation, what systems have they had experience with in the past?

No.

18. What are the technical and functional requirements for integrating with SAP enterprise software?

Would possibly use SAP Business Intelligence to run reports on the database. There is not currently an interface with SAP.

19. What other systems will be integrated into the new case management system? For each integration (Tyler Technologies (Odyssey and Sedgwick County Sheriff CAD/RMS/JMS system)), Tybera (EFlex), OnBase and Apptricity) provide functional and technical requirements.

It depends on the solution chosen.

20. How are you currently doing discovery management?

Discovery is currently being handled with a combination of flash drives, network storage and Evidence.com. The desire is to integrate the entire process into one solution, if possible.

- 21. What is being used for file room/records management to track physical paper-based files? Is the desire to replace or integrate with it?**
Apptricity is currently being used for physical file management. Proposals should include either options for file tracking within the CMS or integrating with Apptricity.
- 22. Does the county wish to create and maintain court rules internally or to use a third-party service?**
N/A.
- 23. Is legal hold functionality a requirement?**
N/A.
- 24. What is the size of the data that you plan to migrate to the new system?**
The size of the current database is approximately 259 GB. Additional documents, videos, images, etc. may require up to 20 TB of storage.
- 25. Has the government looked at other solutions as part of their evaluation? Can the government please share what solutions that the government has looked at and if there is any solution that's of interest to them?**
Yes. The details of the products viewed are not relevant to this RFP.
- 26. Regarding Section II. Background on page 4, "Sedgwick County Emergency Communications will be transitioning to a new Computer Aided Dispatch (CAD), Record Management System (RMS), and Jail Management System (JMS) by Tyler Technologies." Specifically, which Tyler products will be implemented? For the RMS, will the county be switching to New World?**
For the RMS and CAD Tyler New World will be implemented. Tyler Corrections will be implemented for the JMS.
- 27. Will the Sedgwick County Counselor's Office and/or the District Attorney's Office need to use the system for civil cases or just criminal cases?**
The system will be used for civil cases. All case types are listed in the RFP.
- 28. Will the Department of Corrections need direct user access to the system? If so, how will they use the system?**
All users need direct access to the system. The three (3) service areas will be siloed from each other and configured to their specific need within the application.
- 29. Regarding requirement 5.52 Outside Agency Access, what outside agencies do you anticipate might need access?**
Depending on system functionality, local law enforcement agencies and courts may be granted some limited access.
- 30. Are there other interface requirements than the three (3) listed in the RFP (e-Filing, OnBase and Apptricity) If yes, please identify interfaces Please identify all other solutions that an interface is required for.**
a. What is the name of entity and system being interfaced to?
b. Is it one way or both ways?
c. What are the specifications for format?
d. Is translation required?
e. If REST services are available, who will write and maintain the interface?
Please refer to section 5.7 of the RFP (Data exchange) Specifics of each integration depend on the capabilities of the new CMS system. Interfaces are dependent upon the solution presented.
- 31. Are there any required state reports the county has to submit?**
No. State required reports are generated from the database at this time. Numerous internal reports and data retrievals are generated from data within the CMS.

- 32. Please identify how many sources of data and images there are for the conversion**
- How many cases and images will be converted?**
 - What will be converted from each system?**
 - What are the number of images converted, per day, per month, per year?**
 - What is the format of the images to be converted (tif, pdf – single page, multi-page)?**
 - What is the average size of documents to be converted?**
 - What database are the concerted files coming from?**

N/A.

- 33. Does the county need a full pre-trial management system or integration with an existing solution? If yes how many users will need access to Pretrial?**

Ideally, we would like to integrate into an existing solution. Reducing the number of applications, we use would be a good thing for efficiency. We would certainly be open to having read-only access for anyone in the Department of Corrections, outside the 20 full-access users.

- 34. Please identify your preferred pretrial risk assessment instrument.**

A blank copy of the Pretrial Risk Assessment is attached.

- 35. Letter m., Attachment N – Federal Funds Forms, (1) The Successful Offeror shall complete the following forms.**

- a. Does Successful Offeror mean the vendor who is awarded the contract?**

Yes.

- 36. Please confirm the attachments that must be included in the proposal are as follows:**

- Attachment 1: Functional Requirements & Features Matrix**
- Attachment B: Bid Proposal Affidavit**
- Attachment G: Notice to Bidders/Offerors**
- Attachment I: Bidder/Offeror Profile**
- Attachment J: Bidder/Offeror Experience**
- Attachment H: Addenda Acknowledgement (only if there are addenda)**

Confirmed.

- 37. If Attachment G, Notice to Bidders Offerors, is completed, is that to be included in the proposal?**

Yes.

- 38. Due to limited space on a Flash Drive, is it possible to be given an abbreviated version of the RFP title and number, offeror name, and volume? If so, please provide that information.**

You may refer to project as SG County RFP #22-0084.

- 39. Are you requesting the long-form or short-form Certificate of Good Standing?**

Either form is acceptable.

- 40. Training – do you prefer onsite training or online training?**

Some onsite may be best for high end users. Online training will be sufficient for most users.

- Timing specifics if any**
- Train-the-trainer across the county, train-the-trainer across departments or divisions, or train all end users. For the train-the-trainer approach, please indicate how many T4Ts would be trained, or if departments, please identify each department that would have a T4T representative.**
- Any other specific requirements**

- 41. Please list position titles and a brief sketch of responsibilities for each department.**

N/A.

- 42. Please explain the current workflows for each County department.**
N/A.
- 43. Is the State of Maryland interested in changing any workflows at this time, and if so, what changes are being pursued?**
N/A.
- 44. What processes and information are shared and between which county departments?**
N/A.
- 45. How many beds are in the facility?**
N/A.
- 46. Is the State interested in making any changes to any of their assessments, alternative screeners? If yes, please describe.**
N/A.
- 47. What change management strategies have already begun for the State staff?**
N/A.
- 48. How receptive is the State staff to adopting a new system?**
N/A.
- 49. What is the expected order of rollout between the agencies?**
Simultaneously.
- 50. Does the State have a dedicated training department for all county departments? Or are there any shared training modalities, courses, or oversight? If yes, please describe what is shared?**
N/A.
- 51. Please describe what training your CJ/Human Services staff have had around EBP?**
N/A.
- 52. Do you already have a project champion or project team? If yes, please explain who they are, what their role is, and what decision-making authority will they have in relation to this project?**
District Attorney's Office.
- 53. If your project champion or project manager does not have full decision-making authority, what is the decision-making process that will be in place for the duration of this project?**
N/A.
- 54. What are the major roadblocks that would require careful navigation for this project?**
To be determined.
- 55. Is Wi-Fi/internet broadly available in all departments that will require training?**
Yes.
- 56. Which departments use case plans?**
N/A.
- 57. Can you provide a sample of the case plans currently in use?**
N/A.

58. What are the eligibility requirements for State court?

N/A.

59. What are the eligibility criteria for adult and juvenile diversion?

Not applicable at this time and can be discussed with the selected vendor.

60. For Restitution Management are you expecting electronic payments, funds distribution, and check processing?

The county is only seeking solutions for tracking restitution requirements and payments. Payment processing is not necessary for restitution.

61. Will there be a specific requirements matrix provided to bidders?

No.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 pm CST, January 31, 2023** Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL/BID* RESPONSE PAGE.”



Lee Barrier
Purchasing Agent

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