



## Judicial Information System Committee (JISC)

### **SPECIAL MEETING**

Friday, March 22, 2013 (10:00 a.m. – 12:00 p.m.)

CALL IN NUMBER: **800-591-2259** PC: **288483**

SeaTac Facility: 18000 INTERNATIONAL BLVD, SUITE 1106, SEATAC, WA 98188

### AGENDA

1.	<b>Call to Order</b> <b>Introductions</b> <b>Opening Remarks</b>	Justice Mary Fairhurst	10:00 – 10:15	
2.	<b>JIS Priority Project #2 (ITG 2): Superior Court Case Management System</b> <ul style="list-style-type: none"> <li>Background Summary</li> <li>RFP Steering Committee Recommendation</li> <li><b>Decision Point: Approving AOC to proceed with contract negotiations with Tyler Technologies, Inc.</b></li> </ul>	Ms. Vonnie Diseth, CIO/ISD Director SC-CMS RFP Steering Committee Voting Members: <ul style="list-style-type: none"> <li>Jeanette Dalton, Superior Court Judge, Kitsap County</li> <li>Betty Gould, County Clerk, Thurston County</li> <li>Barb Miner, County Clerk, King County</li> <li>Kim Morrison, County Clerk, Chelan County</li> <li>Frank Maiocco, Court Administrator, Kitsap County</li> <li>Paul Sherfey, Court Administrator, King County</li> </ul>	10:15 – 10:20 10:20 – 12:00	Handout
3.	<b>Additional Reference Materials:</b> <ul style="list-style-type: none"> <li>JISC Meeting – Sept. 9, 2011 Approved Motion</li> <li>SC-CMS Project Scope Diagram</li> </ul>			Handout

Persons with a disability, who require accommodation, should notify Pam Payne at 360-705-5277 [Pam.Payne@courts.wa.gov](mailto:Pam.Payne@courts.wa.gov) to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, when requested.

### 2013 Future Meetings Schedule:

April 26, 2013

June 28, 2013

September 6, 2013

October 25, 2013

December 6, 2013

Judicial Information System Committee Special Meeting, March 22, 2013

## **DECISION POINT – Superior Court Case Management System – Apparent Successful Vendor Contract Negotiations**

### **MOTION:**

- I move that the JISC approve the SC-CMS RFP Steering Committee's recommendation that the Administrative Office of the Courts (AOC) should proceed with contract negotiations with Tyler Technologies, Inc., the Apparent Successful Vendor (Tyler) to secure a statewide case management system for Superior Courts and County Clerks subject to the parameters set forth in the attached "Addendum - SC-CMS Contract Negotiation Desired Outcomes."

### **I. BACKGROUND**

The Superior Court Case Management System (SC-CMS) Project is intended to provide the superior courts and county clerks with a software application that would meet the business needs of all 39 counties in the state for calendaring and case-flow management functions, along with participant/party information tracking, case records and relevant disposition services functions, in support of judicial decision making, scheduling and case management.

In a motion approved on September 9, 2011, the JISC accepted the recommendation from the Feasibility Study and authorized the development of a Request for Proposal (RFP) to obtain a new superior court case management system Commercial Off the Shelf (COTS) solution on the condition that it meet the business requirements of superior courts in all 39 Washington counties. In December 2011, after multiple on-site court visits by AOC and six full-day sessions with stakeholders, the JISC received a signed letter from each of the association presidents affirming that the documented business requirements met the needs of all the superior courts in Washington State. The RFP to acquire a new COTS case management system for the superior courts was developed in 2012.

In a motion approved on June 22, 2012, the Judicial Information System Committee (JISC) authorized the Administrative Office of the Courts (AOC) to release the SC-CMS Request for Proposal (RFP) that would "implement the recommendation of MTG Management Consultants in the Superior Court Case Management Feasibility Study Report, Version 1.3., that AOC acquire, implement, and centrally host a statewide, full-featured, commercial case management system for superior courts."

On January 29, 2013 the SC-CMS RFP Steering Committee announced Tyler Technologies, Inc. as the Apparent Successful Vendor (ASV). Following this announcement, various stakeholders met with the ASV for approximately three days to clarify functionality concerns and questions that needed to be addressed before the SC-CMS RFP Steering Committee could make a final recommendation on whether or not to proceed with contract negotiations.

### **II. DISCUSSION**

On March 2, 2012, the JISC approved two motions related to local court funding for the implementation of the new SC-CMS:

The JISC accepted the first motion which recommended that the JISC include funding for Local Court implementation as part of the SC-CMS costs – as a concept without specifics.

The JISC accepted the second motion which recommended that a specific dollar amount (to be determined at a later date by the JISC) for funding local planning and implementation costs in the budget allocations for the SC-CMS project.

The initial cost estimate was not completed and may be higher than the \$1.9 million projected in the Feasibility Study. More detailed analysis and work is required in order to know the full cost.

This is an important issue needing to be addressed, since funding to implement the system may not be available at the local level.

## **SC-CMS Steering Committee Recommendation**

The SC-CMS Project Steering Committee recommends to the Judicial Information System Committee that the Administrative Office of the Courts (AOC) should proceed with contract negotiations with Tyler Technologies, Inc., the Apparent Successful Vendor (Tyler) under the following parameters:

1. Representatives from the respective associations for the court system, i.e., clerks, judges, and court administrators will participate in negotiations on behalf of the AOC as “Subject Matter Experts” to address technical issues, such as whether the Tyler system requires configuration or customization of its software, and to assist the primary AOC negotiation team in resolving exceptions raised by Tyler and other issues.
2. The Project Steering Committee will be periodically briefed by the AOC negotiating team and representatives of the respective associations on an ongoing basis throughout the negotiation process.
3. The items on the attached “Addendum - Contract Negotiations Desired Outcomes” document are satisfactorily addressed during the contract negotiations.
4. The Project Steering Committee shall review and recommend to the JISC, whether to approve the final terms of the contract as negotiated between AOC and Tyler.
5. The total price of the contract with Tyler should include the following functionality, which is included in the Tyler system and which was described in Volume II of its proposal:
  - a) Manage Finances;
  - b) Document Management;
  - c) SessionWorks Courtroom Processing; SessionWorks: Judge Edition;
  - d) Electronic Filing; and
  - e) Attorney Manager.

## **OUTCOME IF NOT PASSED –**

If a decision is not made today, the Apparent Successful Vendor’s cost proposal expires April 30, 2013 necessitating a decision prior to that date or an extension.

## **PROPOSED MOTION – Superior Court Management Feasibility Study**

**I. BACKGROUND** – On September 6, 2011, the JISC Chair and AOC staff met with JISC members and stakeholders representing the Superior Court Judges Association, Association of Washington Superior Court Administrators, Washington State Association of County Clerks, and King County. Present at the meeting were:

- Justice Fairhurst – Supreme Court (JISC Chair)
- Judge Dalton – Kitsap Co. (JISC)
- Judge Wynne – Snohomish Co. (JISC)
- Judge Trickey – King Co.
- Judge Inveen – King Co. (President of SCJA)
- Judge McDermott – King Co. Presiding Judge
- Frank Maiocco – Administrator Kitsap Co. (President of AWSCA)
- N.F. Jackson – Administrator/Clerk Whatcom Co. (JISC)
- Paul Sherfey – Administrator King Co.
- Barb Miner – County Clerk King Co. (JISC)
- Betty Gould – County Clerk Thurston Co. (President of WSACC)
- Kevin Stock – County Clerk Pierce Co.
- Lea Ennis – King County IT Director
- Vonnie Diseth – AOC CIO
- Jeff Hall – AOC State Court Administrator
- Heather Morford – AOC Business Liaison for Superior Courts
- Kate Kruller – AOC Project Manager SCMFS
- Joe Wheeler – MTG Consultants

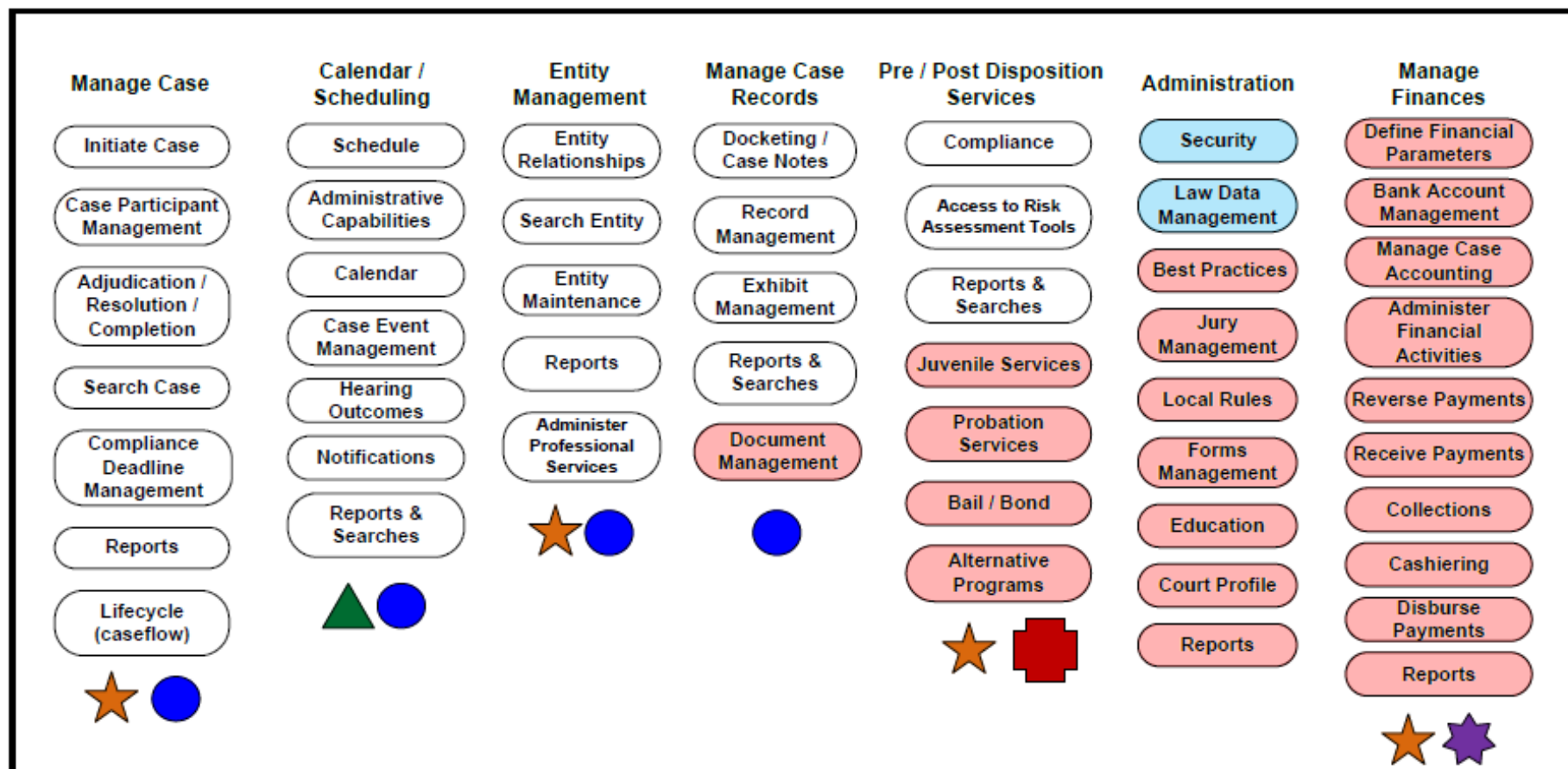
**II.** The stakeholder group agreed to the following vision and next steps.

### **MOTION:**

- I move that JISC direct AOC to develop an RFP that would implement the recommendation of MTG Management Consultants, in the Superior Court Case Management Feasibility Study Report, Version 1.3, that AOC acquire, implement, and centrally host a statewide, full-featured, commercial case management system for superior courts, subject to the following conditions:

- A new RFP Steering Committee needs to be formed, with a new charter and structure.
- There will be formal motions for all decisions and detailed minutes of all meetings held.
- The committee will be composed as follows:
  - 3 Clerks
  - 3 Judges/Court Administrators (1 from King County, at least 1 judge and 1 administrator)
  - 2 AOC representatives with limited voting ability (State Court Administrator and CIO. No vote on final recommendation.
- There will be a majority Vote (of four) for all decisions.
- The JISC cannot override a “no” vote or a “none of the above” vote from the RFP Steering Committee.
- The JISC can only support or reject a recommendation from the Steering Committee. It cannot adopt a substitute.
- A “none of the above” recommendation from the steering committee on the COTS alternative will result in review of the other feasibility study alternatives without going back through the IT Governance process.
- To meet the requirements of the legislative proviso, the presidents of the Superior Court Judges Association, Association of Washington Superior Court Administrators and the Washington State Association of County Clerks will affirmatively confirm that it meets the needs of their members in the 39 counties before the RFP is issued.
- The intention of the project is that this new CMS will eventually replace SCOMIS in the JIS Portfolio.
- There will be two stoplights in the process to re-evaluate before moving forward:
  1. After the RFP Development (Yes/No) (prior to release of the RFP). A “no” is an acceptable decision and would also be considered a success.
  2. Prior to contract award, if the RFP is issued. A “non-contract award” is an acceptable decision to not go forward.
- There must be recognition that the Data Exchange/Information Networking Hub (INH) must be completed regardless of this project. But, it is not a deliverable of this project.
- There is agreement among the above-named associations that there should be no net increase in the County Clerks’ labor with a new system. Meeting the County Clerks’ needs will be based on results (what needs to be done), not process (the manner in which it is done).
- 95% of King County’s functional requirements must be met.
- King County must be a part of the first rollout (first 18 months of the project).

## Scope Diagram - Current JIS Business Functions



## Key

In Scope

Out of Scope

Transferred to Technical Requirements



Areas overlapping existing JIS System functionality