Judicial Information System Committee Meeting August 26, 2016

<u>DECISION POINT</u> – Courts of Limited Jurisdiction Case Management System – RFP Release

MOTION:

- I move that the JISC authorize release of the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Request for Proposal (RFP) as recommended by the CLJ-CMS Project Steering Committee.

I. BACKGROUND

On April 25, 2014, the Judicial Information System Committee (JISC) authorized the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) project. The project objective is to modernize current court and probation office business practices by replacing the existing system commonly known as DISCIS with a commercial off-the-shelf (COTS) product.

The JISC established the CLJ-CMS Project Steering Committee to provide oversight of the development of the CLJ-CMS. The committee includes representation from the District and Municipal Court Management Association (DMCMA), the District and Municipal Court Judges' Associations (DMCJA), the Misdemeanant Corrections Association (MCA) and the Administrative Office of the Courts (AOC).

The JISC also authorized the formation of a CLJ-CMS Court User Work Group (CUWG) to develop the business requirements for the project. The CUWG includes representatives from the DMCJA, DMCMA, MCA, AOC, the Washington State Bar Association (WSBA), and the Access to Justice (ATJ) Board. The group, working with the AOC project team and subject matter experts, documented the current state automated and manual business processes and has defined the business requirements for courts of limited jurisdiction and probation department operations. The requirements developed by the CUWG form the backbone of the Request for Proposal (RFP) for a commercial off-the-shelf case management solution.

II. DISCUSSION

The RFP has undergone a thorough internal and external review by the project team, AOC subject matter experts, the AOC management team, AOC leadership, the Special Assistant Attorney General, the independent quality assurance vendor (Bluecrane), and the CLJ-CMS Project Steering Committee.

The CLJ-CMS Steering Committee has reviewed and recommends the CLJ-CMS RFP for release.

III. PROPOSAL

The CLJ-CMS RFP Steering Committee recommends that the JISC approve the continuation of the CLJ-CMS project to the next phase and authorize release of the CLJ-CMS Request for Proposal as authorized by the steering committee.

OUTCOME IF NOT PASSED –

If the decision to release the RFP is delayed, it could result in a significant delay of the CLJ-CMS project, as there are many dependencies and coordination of participants in the subsequent steps of the procurement process.