



**ADMINISTRATIVE OFFICE OF THE COURTS
INFORMATION DIVISION**

ADVERTISEMENT/PUBLIC NOTIFICATION

**COURTS OF LIMITED JURISDICTION CASE MANAGEMENT SYSTEM
PRE-RELEASE RFP CONFERENCE**

Notice of Intent

The Washington State Administrative Office of the Courts (AOC), Information Services Division (ISD) intends to publish the Request for Proposals (RFP) for the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) in August 2016.

AGENCY INFORMATION

AOC is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the State of Washington's judicial system.

AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs and support for 428 Washington judges and their staff. AOC draws its employees from a wide range of professions including legal, information technology, research, education and judicial administration. AOC provides a range of technology services that support the Washington court customers' automation, operations, and information needs. The Washington courts are non-unified (i.e., each court has independence in managing its own operation).

Under the leadership of the Judicial Information System Committee, AOC operates the statewide JIS that supports the daily operations of the courts. The JIS also serves as a statewide database for criminal history information, which provides critical public safety information to courts and criminal justice agency partners. JIS clients include, but are not limited to, judicial officers, court administrators, court staff, probation department staff, local law enforcement, prosecutors, defense attorneys, the Washington State Patrol, the Department of Corrections, the Department of Licensing, the Sentencing Guidelines Commission, and the Secretary of State. Approximately 300 courts of limited jurisdiction in Washington process more than 18 million transactions a month, approximately 87% of the state's caseload.

BACKGROUND

AOC's ISD is currently transforming from being an internal software development shop to being a system integrator through the use of a portfolio of commercial off-the-shelf (COTS) based applications and will require the data in those COTS applications to be integrated with the existing JIS data. The various court levels and court jurisdictions across the state are not mandated to use the state system, and integration efforts will also need to encompass any locally owned case management applications.

The current case management and accounting application used by the CLJ is based on aging 1980's technology that no longer meets the business needs of the courts and their criminal justice partners. With ever-increasing workloads and shrinking budgets, courts of limited jurisdiction in the State of Washington are in dire need of a modern CMS that can keep pace with the needs of today's courts to fairly and efficiently administer justice for the public.

OBJECTIVES

The purpose of the planned RFP is to obtain the software, hardware, and services to implement and operate the CLJ-CMS for all participating district and municipal courts and probation departments in the State of Washington.

The major objectives for the CLJ-CMS procurement are as follows:

- Acquire a complete case management system for limited jurisdiction courts and probation departments (with consideration for general and federal jurisdictions with similar case types). The selected system must be acceptable to all four (4) key stakeholders which include the District and Municipal Courts Judges' Association, the District and Municipal Court Management Association, the Misdemeanant Corrections Association, and the AOC.
- Select a case management system which will meet all the CLJ-CMS objectives, including:
 - Enabling judicial officers to: direct and monitor court case progress; schedule case events, and enforce court business rules; view case plans/schedule, status, progress, and case party information; and quickly and efficiently communicate court schedules and orders.
 - Enabling court managers to quickly and efficiently maintain court records; report and view case dockets, schedules, status, progress, and case party information; enforce court business rules and address statutory requirements; effectively manage resources; streamline business processes; enable public access per statute and court rule; and migrate away from the JIS without losing functionality.
 - Enabling probation departments to manage cases referred for condition compliance monitoring/tracking based on court orders.
 - Allowing public access to court information.
 - Maintaining an efficient procurement process and mitigate risks by incorporating lessons learned from previous CMS efforts.
 - Ensuring integrity of procurement activities to avoid or successfully defend against potential protests, audits, and lawsuits.
- The CLJ-CMS Steering Committee has agreed to the following principles for creating and procuring a new CLJ-CMS:
 - The acquisition process and contents will be structured to comply with State of Washington procurement laws, rules, and policies.

- Maintaining the process will make efficient and effective use of every investment in this process. Every effort will be taken to use all stakeholders' time wisely and ensure that:
 - All components of the proposals are thoroughly reviewed.
 - The evaluation process is fair, legal, timely, and efficient.
- The acquisition process will employ and support the governance plan set up for the CLJ-CMS project.
- The acquisition process shall maintain communication channels to inform the Steering Committee and other stakeholders of the procurement progress and provide information needed for decision-making.

The resulting system will meet all of the above objectives. The RFP is intended to procure post implementation support services as well.

PRE-RELEASE RFP CONFERENCE

AOC will hold a Pre-Release Vendor Conference to discuss the pending CLJ-CMS RFP in Seattle, WA on **August 9, 2016** from **10 AM – 12 Noon (PDT)**. The conference will be held at AOC's Sea-Tac facilities at the address provided below.

Administrative Office of the Courts
Sea-Tac Office Center, South Tower
18000 International Blvd., Suite 1106
Sea-Tac, WA 98188-4251

Attendance at this conference is not mandatory. *Vendors unable to attend this optional Pre-Release Conference are still eligible to submit proposals to the pending RFP.*

TELECONFERENCE OPTION

Vendors unable to attend the Pre-Release Vendor Conference in person may attend *via teleconference* by calling **(877) 820-7831**. When dialing into the conference, please follow the instruction and enter Passcode **988523** when prompted.

This conference line is limited to the first 100 callers. Those who try to call in to this conference line after the caller count has reached maximum capacity will be unable to participate. To avoid reaching caller capacity for this line, Vendors interested in attending must follow the directions provided below under "Pre-Registration". This requirement applies to all Vendors whether attending *via teleconference* or *in person*.

PARKING/CHECK-IN

All Vendors attending *in person* must park behind the building. AOC is not liable for any parking fees or towing expenses incurred by any Vendor attending the conference at the Sea-Tac office location.

PRE-REGISTRATION

Due capacity limitations for both the conference room and conference line, Vendors interested in attending the optional Pre-Release Conference *in person* are limited to three (3) individual attendees. To accommodate as many callers as possible, Vendors attending *via teleconference* are strongly encouraged to have their staff call in from a single Vendor location. Alternately, Vendors may also utilize their own teleconference services to consolidate their remote attendees onto a single line prior to dialing into the teleconference.

Vendors are required to register all attendees for this conference in advance. Registration requests must be submitted no later than **12 Noon (PDT) on August 3, 2016** to the RFP Coordinator listed below.

- Name and address of Vendor
- Name of person or persons attending on behalf of Vendor with individual contact information (phone number and email address)

ATTENDEE SIGN-IN SHEET

RFP Coordinator, Cheryl Mills, will open the conference room no earlier than **9:45 AM**. All Vendors must sign in upon entering the conference room. Attendance confirmation will be taken for those Vendors attending *via teleconference*. To facilitate partnering in preparing a proposal for the pending RFP, the attendee sign in sheet will be published following the conference. It will be published, at a minimum, at www.courts.wa.gov/procure and in Washington's Electronic Business Solution ([WEBS](#)).

RFP COORDINATOR

The RFP Coordinator is the sole point of contact in AOC for this procurement. As AOC and its stakeholders complete development of the RFP, all communications between Vendors and AOC must be made *only* with the RFP Coordinator.

Cheryl Mills, RFP Coordinator

Phone: (360) 704-5505 Fax: (360) 956-5700 E-Mail: cheryl.mills@courts.wa.gov

COMMUNICATIONS

All communications concerning this acquisition must be directed to the RFP coordinator. Unauthorized contact regarding the RFP with other state employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the AOC. Vendors shall rely only on written statements issued by the RFP coordinator.

Solicitation to AOC or court employees is prohibited in any form.