Judicial Information System Committee Meeting, September 6, 2013

DECISION POINT – Superior Court Case Management System (SC-CMS) – Revised Project Steering Committee Charter

MOTION:

I move that the JISC approve the revised SC-CMS Project Steering Committee Charter, v1.0, dated August 20, 2013.

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.

On September 9, 2011, the Judicial Information System Committee (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. The SC-CMS RFP Steering Committee was chartered to make recommendations to the JISC regarding the development and release of the RFP, and contract negotiation and execution.

On July 19, 2013, the JISC approved the SC-CMS RFP Steering Committee's recommendation for the Administrative Office of the Courts (AOC) to proceed with executing the contract negotiated with Tyler Technologies, Inc. With execution of the contract, the project completed the RFP acquisition phase. The project is now entering a new phased approach, planning and implementation, which requires the development of a new charter for the SC-CMS Project Steering Committee with new roles and responsibilities.

II. DISCUSSION

The 2013-2015 Operating Budget (Third Engrossed Substitute Senate Bill 5034) appropriates $11,300,000 from the Judicial Information System account for continued implementation of the SC-CMS project. The budget proviso requires AOC, in consultation with the JISC, the SC-CMS Steering Committee, and the Office of the Chief Information Officer, to develop a revised charter to implement the next phases of the SC-CMS. It requires the JISC to approve the revised charter.

The proviso directs that the revised charter must ensure that the SC-CMS Project Steering Committee, in collaboration with the JISC, continues to provide contract oversight through the implementation period and various phases of the project. Oversight responsibilities must include vendor management, contract and deliverable management, and assuring the satisfaction of the business and technical needs at the local level.

III. OUTCOME IF NOT PASSED –

If the JISC does not approve the new Project Steering Committee charter, the steering committee will have to continue under the current charter that was specific to the feasibility study and RFP process. The charter will not have roles and responsibilities appropriate for this phase of the project. AOC would also be out of compliance with a legislative mandate, which could threaten SC-CMS funding.