Court of Limited Jurisdiction Case Management System (CLJ-CMS)

Project Update

Michael Walsh, PMP - Project Manager

December 2, 2016

Project Activities

- Project Team is focused on stakeholder outreach:
  - ✓ Visited with staff from 36 court and probation sites.
  - Providing a project information table at upcoming conferences.
  - Advisement on EDE project activities.

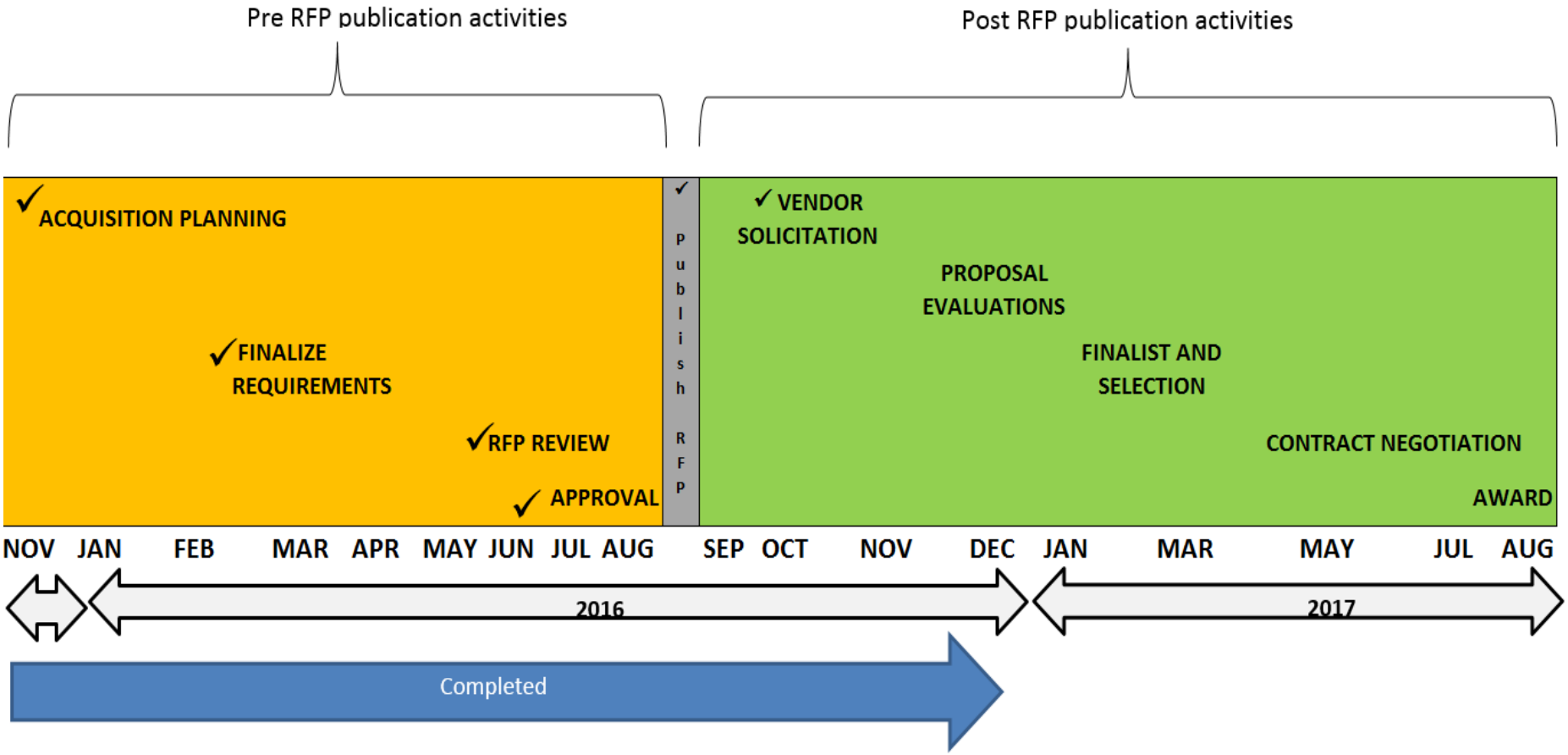
Procurement Activities

- Request for Proposal (RFP):
  - ✓ Published on August 26th.
  - ✓ Preproposal conference held September 14th.
  - ✓ Replied to 87 vendor submitted questions.
  - ✓ Three vendors submitted the letters of intent to bid.
  - ✓ Steering Committee has selected the proposal evaluation team.
  - Proposals due December 2nd.

RFP Evaluation Team Composition

Evaluation Tasks	Job Function	Tier I Evaluators	Tier II Evaluators
Evaluate Written Proposals 12/7/16 to 1/11/17 Attend/Score Demonstrations 2/13/17 to 2/24/17 Conduct Site Visits 4/10/17 to 4/28/17	Probation Staff	3	3
	Court Managers	4	4
	Judges	3	3
	Local Technical Staff	3	3
	AOC ISD Staff	5	5
	AOC JSD Staff	2	2
On-site visits – Attendees 4/10/17 to 4/28/17 (non-scoring)	AOC CIO CLJ-CMS Project Manager JSD CBO Manager		3

Acquisition Schedule



✓ Indicates activity is complete

Indicates pre publication activities

Indicates RFP publication activities

Indicates post publication activities

Active Project Risks

Total Project Risks		
Low Exposure	Medium Exposure	High Exposure
1	1	1

Significant Risk Status

Risk	Probability/Impact	Mitigation
There is a risk that continued involvement of CUWG members whose courts are implementing their own CMS solution could expose the CLJ-CMS procurement to protest.	Med/High	Request a revision to the CUWG charter for the CLJ associations to limit members to courts and probation departments participating in the CLJ-CMS implementation.

Active Project Issues

Total Project Issues			
Active	Monitor	Deferred	Closed
0	2	0	0

Significant Issues Status

Issue	Urgency/Impact	Action
None		

Next Steps

Milestone	Date
Vendor proposals due	Dec. 2, 2016
Written proposal evaluations start	Dec. 7, 2016
Vendor demonstrations	Feb. 14-17 & Feb. 21-24, 2017
On-site visits	April 10-14, April 17-21, & April 24-28, 2017
Award decision	May 17, 2017
Expected contract start	Sept. 1, 2017

Decision Point