Lewis and Clark County Criminal Justice Services
Case Management System RFP
Addendum #1: Responses to Questions

For accessing case management and data management system, how many users will need full rights (upload, edit cases) and how many will need read-only rights (only view the cases or participate in workflow process)?

We will need a minimum of 15 users with read/write access and 5 users with read-only access. We would also like to know the cost of adding users as our department potentially grows.

Is County's preference more towards Cloud based case management and data management system or On-Premises case management and data management system?

The County prefers cloud-based management.

Do you have a budget already available for this project? If yes, what is the maximum budget you are planning to spend on this project?

The maximum budget for this project is $300,000 to include implementation and first-year maintenance costs.

Have County seen demonstrations of any case management and data management system? If yes, what is the name of the solution and vendor which provided the demonstration?

AutoMon/AIMS and Equivant/Northpointe Suites have both provided demonstrations of their products to the County.

Is there any expected timeframe within which you would like this system to go-live?

We would like to be going live on or before by July 1, 2024. Sooner would be preferable.

Do we need to perform scanning services?

We do not need any scanning services, only the ability to scan and attach documents to an individual's profile or case.

What is the amount of pretrial data needing to be converted?

Approximately 15,000 cases with associated person-level and case-level details

Does the conversion include documents?

No attached documents need to be included in the conversion.

Will the County perform their own "manual" conversion of all other records by entering spreadsheet information in the new system?

We do not have any requirements for data contained in spreadsheets to be converted by the vendor. However, if the software has functionality to migrate spreadsheet data at the user-level efficiently, please describe that process in the proposal.

For integrations:
- o Should they be API or secure file transfer?
  API is the preferred method.

- What is the frequency of data being passed back and forth?
  The frequency of data will be daily. For the Detention Center/Central Square and County Attorney/Karpel, live updates will be needed. For Automon/AIMs, a live connection is also preferred, but monthly at the minimum, and secure file transfer is an option.

- Are they bidirectional or one way?
  One-way with the exception of Karpel.

Would you be able to confirm how many total users will need access to the system?
We will need a minimum of 15 users with read/write access and 5 users with read-only access. We would also like to know the cost of adding users as our department has the potential to grow.

How many users will need access to the system?
We will need a minimum of 15 users with read/write access and 5 users with read-only access. We would also like to know the cost of adding users as our department has the potential to grow.

Can the county share a budget for ongoing costs after go-live?
The maximum budget for this project is $300,000 to include implementation and first-year maintenance costs. We do not have a set budget for annual maintenance and storage costs and request vendors outline the ongoing annual costs of the software in their proposal.

Is a global search function an essential requirement or would other types of search capabilities such as client search and search capabilities within specific types of records suffice?
A global search function is not mandatory. The search functionality that must exist is the ability to search full or partial names and full or partial case numbers. Please include a description of the search function capabilities.

Would the county be willing to extend the due date by two weeks to allow vendors more time to review responses to questions and prepare the most responsive proposal possible?
We are not able to extend the proposal due date.

Can the county provide samples of data to be exchanged for the interfaces with Central Square, Automon/AIMS, and Karpel?
We do not have data samples at this time. The County Detention Center is currently in contract netogtiations with Central Square for an updated jail management system. We will need one-way data transfer of booking and release details from the Detention Center. Similarly, we will need to be able to transfer that same type of data to Automon/AIMS, which is contracted through the State. For County Attorney/Karpel, data transfer will be limited to case-specific details, specfically court-ordered violations, including postive substance use test results and failing to report.

How many total users will need access to the system (other than the 10 users identified in the County Background (e.g., staff such as IT, supervisors, administrators, analysts, etc.)?
We will need a minimum of 15 users with read/write access, and 5 users with read-only access, but would also like to know the cost of adding users, since as our department has the potential to grow.

To confirm, the budget of $300k is to fully implement the System and inclusive of first-year maintenance costs? Does the County have a budget for annual maintenance?

The maximum budget for this project is $300,000 to include implementation and first-year maintenance costs. We do not have a set budget for annual costs and request vendors outline the ongoing annual costs of the software in their proposal.

What is the County's desired go-live date?

We would prefer to go live on or before by July 1, 2024. Sooner would be preferable.

Please clarify the following requirement, "The system should automatically notify a client based on information stored in the client profile." Would it be acceptable for there to be a triggering event in which the client is then automatically notified of information stored in their profile?'

This requirement is in regard to text message/email notifications to the client. The software must have a section in each client's "profile" where users can enter appointment dates/times that will automatically be sent to the client based on the current date/time. For example, when a user enters a client's court date in the software, the system should automatically send an email/text message reminder a) at the time the information is entered and b) on a triggering event, such as 2-days or 24-hours prior to the appointment date/time.

Do you prefer onsite training or online training?

While we would prefer onsite training, an online training would be sufficient.

How many end-users will need to be trained?

We will need a minimum of 15 users with read/write access and 5 users with read-only access. We would also like to know the cost of adding users as our department has the potential to grow.

Do you prefer a Train-the-Trainer model or directly training all end users?

We would prefer direct end-user training before go-live.

For the train-the-trainer approach, how many people would be trained for T4Ts?

N/A

End of Addendum