



## **Request for Proposal**

**Date Required: August 31, 2015**

**Time Required: 5:00 PM Local Time**

### **INTRODUCTION:**

Hill County, hereafter called County, invites sealed proposals from interested qualified Vendors, hereinafter called Vendors or Contractors, to provide an **INTEGRATED CASE MANAGEMENT SYSTEM**. The following pages provide general information about the requirements and specifications for the package.

This request for proposal ("RFP") is part of a competitive procurement process which provides qualified vendors with a fair opportunity for their commodities and services to be considered, and to provide information concerning their expertise and experience in providing similar services to other customers. The RFP process provides a competitive negotiation platform, wherein price or cost is not the sole determinative factor. This process, designed to best serve the interests of the County, allows the County the flexibility to negotiate with interested, qualified Vendors (following designation by the Commissioners Court, one at a time) to arrive at a mutually agreeable relationship.

### **COPIES AND RECEIPT:**

Please submit one (1) original, three (3) copies, and an electronic copy on USB drive of the proposal. **An executed copy of the Proposal Affidavit SIGNED AND NOTARIZED (Page 7) must be included in each submission.** Please note that if no Proposal Affidavit is included, the response will be rejected. Hill County is exempt from all state and federal taxes. Tax exempt certificates are available upon request.

All responses should be submitted in a sealed envelope, marked on the outside,

### **INTEGRATED CASE MANAGEMENT SYSTEM FOR HILL COUNTY**

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**Company Name**

Responses must be received by **5:00 PM Local Time August 31, 2015**. Late proposals will be rejected and returned without being opened. The clock in the County Judge's office is the

official time piece for this submission. If interested, Contractors may use mail or express systems to deliver their proposal to the County Judge; they should insure that they are tendered to the carrier in plenty of time to reach the County Judge by the time and date required. Facsimile transmitted proposals shall not be accepted.

**SUBMISSION LOCATION:** All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

**Hill County Judge**  
Hill County Courthouse  
Attention: Justin Lewis, Hill County Judge  
80 N. Waco Street  
Hillsboro, Texas 76645

**DOCUMENTATION SUBMISSION:**

The respondent must submit all required documentation. Failure to provide requested information may result in rejection of the proposal.

**ALTERATION OF PROPOSAL:**

A proposal may be altered, modified or amended by a Vendor at any time, prior to the time and date set forth above as the submission deadline. Alterations, modifications or amendments to a proposal must be made in the offices of the County Judge. Any interlineations, alteration or erasure made on a proposal before the submission deadline must be initialed by the signer of the proposal, guaranteeing authenticity. A proposal may not be altered, modified or amended after the submission deadline.

**WITHDRAWAL:**

A proposal may not be withdrawn or canceled by the respondent for a period of sixty (60) days following the date designated for the receipt of proposals, and respondent so agrees upon submittal of their proposal.

**CONFLICT OF INTEREST:**

No public official shall have interest in this contract, in accordance with Vernon's Texas Codes annotated Local Government Code Title 5, Subtitle C, Chapter 171. Proposer is required to sign affidavit form included in Proposal documents.

**SILENCE OF SPECIFICATIONS:**

The apparent silence of these specifications as to any detail of the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

**CONFIDENTIALITY:**

Contents of the proposals will remain confidential until the contract is awarded. At that time the contents will be made public; except for any portion of a proposal which has been clearly marked as a trade secret or proprietary data (the entire proposal may not be so marked). Proposals will be opened, and the name of the firm submitting the proposal read aloud, acknowledged, at **5:00 PM, August 31, 2015**, in the County Judge's Office located in the Hill County Courthouse. All respondents or other interested parties are invited to attend the opening.

**ADDITIONAL INFORMATION AND DEMONSTRATION, NEGOTIATIONS:**

Prior to award, selected Vendors may be asked to provide further information concerning their proposal, up to and including presentations/demonstrations. The Hill County Commissioners Court reserves the right to reject any and all proposals or waive formalities as deemed in the best interests of Hill County. The County may also enter into discussions and revisions of proposals after submission and before award for the purpose of obtaining the best and final offer, and to accept the proposal deemed most advantageous to Hill County.

This request for proposal (RFP) is part of a competitive procurement process which is designed to best serve the interests of the County in obtaining complicated commodities and/or services. It also provides interested Contractors with a fair opportunity for their goods and services to be considered. The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor. Also, the County has the flexibility to negotiate with interested vendors (one at a time) to arrive at a mutually agreeable relationship. Negotiations will be arranged with vendors in a hierarchical order, starting with the vendor selected as the primary. If a contract cannot be negotiated, negotiations will move to the second vendor, and so forth until a contract is negotiated.

**SELECTION CRITERIA:**

Price is a ~~primary~~ consideration, however it is not the only consideration to be used in the selection of an internet service provider. The product and/or service to be provided is also of major importance. Hill County will require that the successful vendor provide a representative for all County related business, service, billing, installation, activation and termination of said service. The evaluation criteria and factors are identified on page 9.

**QUESTIONS:**

If further information is required, please contact the Hill County Attorney. All requests for information must be submitted in writing. Responses to all questions received will be sent to each Contractor/Vendor known to have copies of the Request for Proposal. Requests for information may be faxed to 254-582-4013 or e-mailed to [dholmes@co.hill.tx.us](mailto:dholmes@co.hill.tx.us). All questions should be submitted on or before **5:00 PM on August 31, 2015**. Questions received after said date and time will not receive a response. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original RFP and will be posted to the Hill County website at [www.co.hill.tx.us](http://www.co.hill.tx.us) Solution providers are responsible

for ensuring all answers to questions are reviewed prior to bid submittal and that all issued questions are properly acknowledged with their submitted proposal response. Hill County will not be responsible for any verbal exchange between the proposer and an employee of Hill County.

**ORDINANCES AND PERMITS:**

The Contractor/Vendor agrees, during the performance of the work, to comply with all applicable Federal, State, or local code and ordinances.

**INVOICES:**

Invoices are to be mailed to 80 Waco Street, Hillsboro, Texas 76645 and should cite the applicable

Purchase Order Number. Any and all notices or other communications required or permitted by any contract awarded as a result of this RFP shall be served on or given to Hill County, in writing, by personal delivery to the Hill County Judge of Hill County, Texas, or by deposit with the United States Mail, postage prepaid, registered or certified mail, return receipt requested, addressed to the Hill County Judge, 80 Waco Street, Hillsboro, Texas 76645, or at such other address as may have been specified by written notice to Vendor.

**INSURANCE:**

The awarded Vendor will maintain such insurance as will protect the Vendor and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any subcontractor, or anyone directly or indirectly employed by either of them. Current Certificate of such insurance shall be furnished to Hill County and shall show all applicable coverage(s).

**Other insurance requirements are:**

- General Liability with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate. - Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.
- Workers' Compensation with limit of \$1,000,000 for Employers Liability.
- We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.

Hill County will require the selected Vendor to name Hill County as an additional for both the general liability and auto liability. A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation are not blanket, please send a copy of the actual endorsements prior to commencement of any work.

Hill County will require the selected Vendor to name Hill County as an additional named insured and provide a waiver of subrogation prior to making a contract.

**ORAL COMMITMENT:**

Proposers should clearly understand that any verbal representations made or assumed to be made during any discussions held between representatives of a proposer and any Hill County personnel or official are not binding on Hill County.

**RIGHTS OF THE CONTRACTING AUTHORITY:**

Hill County reserves the right to withdraw this RFP at any time and for any reason. Receipt of the proposal materials by Hill County or submission of a proposal to Hill County confers no rights upon the proposer nor obligates Hill County in any manner.

Vendor must agree to Hill County's Standard Terms and Conditions which are set forth in attached documentation.

All costs associated with the preparation or submittal of proposals shall be borne by the proposer, and no cost shall be sustained by Hill County.

**INDEMNIFICATION:**

The Vendor shall defend, indemnify and save whole and harmless the County and all its officers, agents and employees from and against any and all demands, claims, suits, or causes of action of any character, name, kind or description brought for, or on account of, arising out of or in connection with the Vendor's performance or non-performance of any obligation of Vendor or any negligent act, misconduct or omission of the Vendor in the performance of its contractual obligations. The Vendor shall defend, indemnify, save, and hold harmless the County and its officers, agents, representatives and employees from and against any and all demands, claims, suits, or causes of action of any character, name, kind or description brought for, on account of, arising out of or in connection with Vendor's product or service.

**STATUS OF INDEPENDENT CONTRACTOR:**

Vendor shall be considered an independent contractor, for all purposes. Vendor will not at any time, directly or indirectly, act as an agent, servant, representative or employee of the County. Vendor will not take any action which is intended to create any commitments, duties, liabilities or obligations on behalf of the County, without prior written consent of the County.

**PARTIAL INVALIDITY:**

In the event any one or more of the provisions contained in this RFP or any contract resulting therefore, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this RFP or any contract resulting therefore and this RFP or the contract resulting therefore shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

**REMEDIES:**

The successful Proposer and Hill County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

**CONTRACT TERMINATION:**

Non-performance of the Vendor/Contractor in terms of specifications or noncompliance with terms of this contract shall be basis for termination of the contract by the County.

Termination in whole or in part, by the County may be made at its option and without prejudice to any other remedy to which it may be entitled at law or in equity, or elsewhere under this contract, by giving (60) sixty days written notice to the Contractor/Vendor with the understanding that all work being performed under this contract shall cease upon the date specified in such notice. The County shall not pay for work, equipment, services or supplies which are unsatisfactory. Contractor/Vendor may be given reasonable opportunity prior to termination to correct any deficiency. This, however, shall in no way be construed as negating the basis for termination for non-performance. The right to terminate the notice thereof is controlled by these proposal specifications and is not subject to being altered by contract.

**VENUE:**

It is hereby agreed that the contract will be made in Hillsboro, Hill County, Texas, and any dispute arising as a result of it shall be governed by the laws of the State of Texas for the purpose of any law suit, and the parties agree that such lawsuit shall be brought in Hill County, Texas.

**LAW GOVERNING:**

The parties under contract shall be subject to all Federal laws and regulations, and all rules and regulations of the State of Texas. The laws of the State of Texas shall govern the interpretation and application of the contract; regardless of where any disagreement over its terms should arise or any case of action arise.

**FUNDING CONTINGENCY:**

Any contract awarded pursuant to this RFP shall be contingent on sufficient funding and authority being made available in each fiscal period by the appropriate officials of Hill County. If sufficient funding or authority is not made available, the contract shall become null and void.

**ASSIGNMENT:**

The Contractor shall not sell, assign transfer or convey this contract in whole or in part, without the prior written consent of the County.

**REQUIRED FORM COMPANY AFFIDAVIT**

The affiant, \_\_\_\_\_ states with respect to this submission to County:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said County, or any person representing or purporting to represent the County, or any family member including spouse, parents, or children of said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the RFP and this submission, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this submission, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the submission process.

I further recognize that County reserves the right to make its award for any reason considered advantageous to the County. The company selected may be without respect to price or other factors.

\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Name

Title

Firm Name \_\_\_\_\_

Type of business organization (corporation, LLC, partnership, proprietorship)

Address \_\_\_\_\_

County, State, Zip \_\_\_\_\_

Notary Seal Below

**Please read carefully. Failure to follow instructions could result in rejection of bid.**

## RFP# 2015-XXX INTEGRATED CASE MANAGEMENT SYSTEM FOR HILL COUNTY

### I. SPECIFICATIONS AND REQUIREMENTS

#### A. PURPOSE:

Hill County is seeking to upgrade its current legacy courts and justice software and create an integrated management system. Hill County is interested in obtaining proposals from experienced providers that are capable of addressing the current and future technology needs of the County in the specified areas. It is preferred that the selected vendor provide all the components of the desired migration including applications software, hardware specifications if an onsite solution is proposed, conversion of the existing data, application set up, training of all county personnel, and ongoing support. If a hosted solution is proposed, server specifications are not required only specifications for desktops, printers, and other required accessories. Hill County has operated in its current environment for approximately 25 years and is anticipated that a fully integrated case management application will be required to expand and enhance current operations. Hill County desires to consider standard software licensing, software-as-a-service (SaaS) options, and custom-engineered software solutions. Proposers should clearly indicate on their pricing submission which type of proposal is being offered and the pricing details for each type of offering.

### II. SUBMITTALS AND EVALUATIONS

#### A. EVALUATION CRITERIA AND FACTORS:

The award of the contract shall be made to the provider whose proposal is determined to be in the best interest of Hill County having, the best value for the County. The evaluation criteria will be grouped into percentage factors as follows:

##### ***50% Product Functionality***

- Ability to meet technical specifications and to properly communicate qualifications and respond appropriately to the RFP requirements.
- Suitability of proposed software and services to meet the needs of Hill County.

##### ***25% Experience with Similar Systems***

- Years and level of experience providing integrated case management and government justice systems to other county governments and entities of similar size and needs.

### **15% Price**

- Detailed costs with both direct and indirect costs identified.
- Long term costs and total cost of ownership will be considered.

### **10% Financial Strength and Industry Qualifications**

- Financial strength
- Knowledge of integrated judicial software and government justice systems

Discussions may be conducted with solution providers who submit proposals most likely to be selected for award. All solution providers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers as determined to be in the best interest of Hill County.

#### **B. SUBMITTAL:**

Submittals shall take the form of a bound 8 ½ inch by 11 inch proposal with a table of contents, all pages numbered, typewritten with no less than 11-point size font, and section and subsections identified appropriately. Proposals should be limited to 125 pages with the exception of required submittals (a–m) and résumés. The proposal must be divided into clearly identified and tabbed sections. For proper comparison and evaluation, Hill County requests that proposals follow the format outlined below:

#### **1. Required Submittals**

##### **a. Cover Letter**

This letter will briefly summarize the solution provider’s understanding of the scope of work and make a positive commitment to perform the work in a professional and timely manner. The letter should name all of the persons authorized to make representations for the solution provider, including the titles, addresses, telephone numbers, and email addresses of such persons. An authorized agent of the solution provider must sign the letter of transmittal indicating the agent’s title or authority. The letter should not exceed two pages in length.

b. Type of Business

The solution provider shall identify the type of business entity involved (for example, sole proprietorship, partnership, corporation, or joint venture).

The solution provider shall identify whether the business entity is incorporated in Texas, another state, or a foreign country.

c. Federal Employer Identification Number (FEIN) Provide the FEIN of the solution provider.

d. Social Security Number (SSN)

In the case of a sole proprietorship or partnership, provide SSNs for all owners/partners.

e. Principals

The proposal must name all persons or entities serving or intending to serve as principals in the solution provider's firm. Identify each principal of the firm and any other key personnel who will be professionally associated with the development and/or presentation of the proposal and implementation of the solution.

f. Corporate Information

If a solution provider's firm is a corporation, it shall be certified with the Texas Secretary of State and have a corporate status in good standing. Out-of-state corporations must present evidence of authority to do business in Texas.

g. Background Information

At a minimum, this information should include the following:

- 1) Address any litigation that the firm has been involved in over the past five years or may be involved in currently in any capacity.
- 2) Indicate whether the firm has had any contracts terminated due to non-performance within the past five years. Provide details on any contracts so terminated including the stated reason for termination.
- 3) Identify adverse actions sanctioned by any regulatory authorities against the solution provider's firm within the past five years.

h. Existing Contracts

The solution provider shall provide a list of current contracts. The solution provider shall include a graph or other informational diagram indicating

allocated and available resources. Indicate commitment and availability of staff and resources to Hill County if awarded.

i. System Requirements

The solution provider shall provide a comprehensive list of system requirements, including:

- Server hardware, operating system and ancillary components and/or software
- Desktop hardware, operating system and ancillary components and/or software
- Other IT related requirements

j. Experience/Past Performance

The solution provider must list and provide contact information from entities in which integrated case management systems were successfully installed within the past three years. The solution provider must also provide a contact person, telephone number, fax number, and e-mail address for each project. See below for an example format.

Project	Date	Contact
Entity Name, City, and State	MM/YY to MM/YY	Name, Title, Phone Number, Fax Number, and Email Address

The solution provider must list and provide contact information from entities in which judges desktop applications were successfully installed within the past three years. The solution provider must also provide a contact person, telephone number, fax number, and e-mail address for each project. See below for an example format.

Project	Date	Contact
Entity Name, City, and State	MM/YY to MM/YY	Name, Title, Phone Number, Fax Number, and Email Address

The solution provider must list and provide contact information from entities in which integrated management systems were successfully installed within the past three years. The solution provider must also provide a contact person, telephone number, fax number, and e-mail address for each project. See below for an example format.

Project	Date	Contact
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Entity Name, City, and State	MM/YY MM/YY	to	Name, Title, Phone Number, Fax Number, and Email Address
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As to the judges’ desktop application and the integrated management system, the solution provider must describe the integration methods used for communication between those applications and the case management system with an emphasis in data security; and provide information whether the applications runs on the same infrastructure as the case management system. If they do not, describe the additional infrastructure and database needs.

k. Vendor Acknowledgement Form

The solution provider must complete the enclosed Vendor Acknowledgement Form.

l. Licenses and Certificates

List any licenses or certifications related to the scope or work described in this RFP. State if the solution provider does not have any related or applicable licenses or certifications.

m. Financial Statements

Demonstrate the solution provider’s financial ability to provide the proposed services to the County for the term of the contract. The solution provider shall provide detailed financial information including, but not limited to, the following:

- 1) Copies of audited financial statements for the solution provider that is proposed to sign the agreement for the three most recent fiscal years. For the purposes of this RFP, submit proprietary information marked clearly as such under separate cover and submit only one statement (no need for reproduction).
- 2) If the solution provider that will sign the agreement has a parent company or is proposing a joint venture, the parent company or joint venture company(ies) must also provide audited financial statements for the most recent three fiscal years. The parent company must provide a statement indicating its intent and means to provide financial assurance of performance. For the purposes of this RFP, submit proprietary information under separate cover and submit only one statement (no need for reproduction).

- 3) If the solution provider that will sign the agreement has been in existence less than three years, the solution provider must provide sufficient financial data to substantiate, to the satisfaction of the County, the solution provider's financial capability and viability. For the purposes of this RFP, submit proprietary information marked clearly as such under separate cover and submit only one statement (no need for reproduction).
- 4) In addition to the audited financial statements, the solution provider must provide a statement from the chief financial officer indicating that there has been no material change in the financial circumstances of the solution provider (or its parent company or owners if they are providing financial assurance of performance) since the date of the last audited financial statements.
- 5) Any financing needed for the purposes of providing services and equipment under any contract resulting from this solicitation will be the sole responsibility of the solution provider. The solution provider must successfully demonstrate that it can provide the required financing from either internally generated funds or commitments from external sources.

n. Insurance Requirements

The solution provider shall provide evidence of the ability to meet the insurance requirements set forth in the County's agreement by providing a certificate of insurance on ACORD Form 25.

o. Proposal Affidavit

The solution provider shall provide a signed and notarized copy of the Proposal Affidavit as enclosed.

## **2. Project Understanding and Technical Approach**

The solution provider shall document an understanding of the services and support required by this RFP. The solution provider shall describe their approach to the project and the method(s) they will use to perform the services described in the scope of services. The technical approach must also outline the following:

- a. Ability to Manage Activation of Multiple Contracts
- b. Methods for Data Conversion for All Data From Existing Ableterm Software
- c. Activity Reports During Implementation

### **3. Personnel**

The solution provider shall provide a list of personnel to be assigned to the County during contract activation and solution implementation. Information shall be presented in electronic, tabular form. The list shall include but is not limited to the following:

- a. Contact persons, including telephone numbers and email addresses
- b. Project Manager
- c. Other key personnel to be assigned to Hill County

Changes to personnel listed on the proposal at the time of an event must be communicated to the County and are subject to approval by the County. The County also reserves the right to request the substitution of any personnel as the County deems necessary.

### **4. Résumés**

The solution provider shall provide résumés for the project manager, operations manager, implementation team, trainers, and other key personnel proposed for this solution.

### **5. Subcontract Plan/Third-Party Vendors**

The solution provider shall provide a subcontracting plan and/or listing of third-party vendor requirements that includes a clear description of subcontracting protocols and procedures, the percentage of work the solution provider may subcontract, and any portions of the project to be completed/provided by third-party vendors, as well as a list of potential subcontractors/third-party vendors the solution provider intends to use for this project. Changes to the subcontracting plan and/or use of third-party vendors provided in the proposal must be communicated to the County and are subject to approval by the County. The County reserves the right to refuse to allow subcontracting and/or the use of third-party vendors on this project if deemed in the best interest of the County. The County shall have final approval rights on work by such. Any and all subcontractors and/or third-party vendors used by the awarded proposer will be supervised by the awarded proposer and the awarded proposer will

be responsible for ensuring the quality and completeness of all work performed by such.

## **6. References**

The solution provider must complete the enclosed form with a list of at least three references for whom the firm has performed like services or similar projects.

## **7. Proposal Pricing/Delivery**

The solution provider shall submit price proposals on the forms included in these RFP documents. For any item indicated as \$0, a narrative must be provided to explain how this cost will be assessed if the item is encountered. All pricing proposals are to be inclusive of all travel or other expenses.

## **8. Bid Bond**

Solution providers must submit with their bids a Proposal Bond in the amount of five percent (5%) of the maximum amount bid, payable without recourse to HILL COUNTY, TEXAS, from an approved Surety Company (according to the latest list of companies holding certificates of approval by the State Board of Insurance under 7.19-1 of the Texas Insurance Code) as guarantee that the solution provider will enter into a contract and execute the required bond and forms within ten (10) days after award of a contract to their company.

## **9. Payment and Performance Bond**

Upon award, the successful solution provider must submit a Payment and Performance Bond in the total amount of the final negotiated contract, payable without recourse to HILL COUNTY, TEXAS, from an approved Surety Company (according to the latest list of companies holding certificates of approval by the State Board of Insurance under 7.19-1 of the Texas Insurance Code) along with a contract and guarantee forms provided within ten (10) days after award of contract to their company. The cost of any such required bond is wholly the responsibility of the proposer and should be considered when submitting a proposal under this solicitation.

## **10. Sample Contract Document**

The solution provider shall submit for review a sample of any contract documents that may be required by the provider upon award of a contract under this solicitation including, but not limited to, any contract documents that may be required by a third-party vendor.

## **11. Confidentiality**

All information disclosed by Hill County to the solution provider for the purpose of the work to be done or information that comes to the attention of the solution provider during the course of performing such work is to be kept strictly confidential.

### **C. SOLUTION PROVIDER RESPONSIBILITY:**

Each vendor is responsible for the following actions before submitting a proposal:

- Thoroughly examine the proposal documents and other related data identified in the proposal.
- Consider federal, state, and local laws and regulations that may affect costs, progress, performance, or furnishing of the work.
- Study and carefully correlate the vendor's knowledge and observations with the proposal documents and other related data.
- Promptly notify the County Hill County Judge of all conflicts, errors, ambiguities, or discrepancies that the vendor has discovered in or between the contract documents and other related documents.

### **D. SOLUTION PROVIDERS OWING TAXES:**

Pursuant to Texas Local Government Code 262.0276, Hill County Commissioners' Court has adopted a policy which requires that vendor's taxes be current as of the date bids/proposals are due. Bidders with delinquent taxes on the due date will not be eligible for award. Whether vendor's taxes are delinquent will be determined by an independent review of Tax Office records. Vendors who believe a delinquency is reflected in error must contact the Hill County Tax Office to correct any errors or discrepancies prior to submitting a bid so that their bid may be considered. Prior to submitting a bid, vendors are encouraged to visit the website, set up a portfolio of their accounts, and make their own initial determination of the status of their tax accounts. Furthermore, if, during the performance of this contract, a vendor's taxes become delinquent, Hill County reserves the right to provide notice to the Auditor or Treasurer pursuant to Texas Local Government Code. This policy is effective for all bids due on or after September 1, 2011.

### III. SCOPE OF WORK

#### A. PROJECT OVERVIEW:

Hill County seeks to upgrade its current legacy courts and justice software. The current software is the IBM RISC 6000 system (published by Tyler Technologies). The solution has been in use by the County for approximately 25 number of years. There are currently approximately 70 users on the legacy Ableterm system. Should the proposer wish to have access to the Ableterm software on location, Hill County will provide such access upon execution of a non-disclosure agreement with the proposer.

The County currently uses a combination of Ableterm for its Case Management System for all Courts, District Attorney, and County Attorney Offices. The Justice Courts are currently utilizing Journal Technologies Justware software solution. Other software packages utilized that relate to case management are Hyland Software's OnBase as the ecm solution and Intellectchoice's eForce software for CAD, RMS, and Jail management. At the present time duplicate entry is being perform in the Ableterm Jail module. The proposed solution should integrate with these or any replacement software packages **with little or no double-entry of information.**

Hill County desires to use of a fully integrated system with upgraded capabilities. The successful solution provider will be able to demonstrate the ability to provide for the current judicial software needs of the County and for future expansion due to anticipated growth.

It is preferred that the awarded proposer provide all the components of this migration including applications software, conversion of the existing data, application set up, and training of all county personnel. If the proposed solution uses prepackaged software or software-as-a-service (SaaS), the proposal should also include ongoing support.

If the proposed solution utilizes custom-engineered software, the proposal should include options for vendor-provided support as well as a path to migrate that support to Hill County. Additionally, the proposal should include the rights for Hill County to modify and re-compile any software (i.e., "source code") at its discretion.

The awarded solution provider must maintain an Escrow Agreement with an Escrow Agent under which the awarded vendor places the source code of each major release. Such agreement will allow Hill County to access the source code upon occurrence of agreed-upon event. The awarded vendor will add the County as a beneficiary on its Escrow Agreement upon payment in full of the License Fee. The awarded vendor will be required to provide documented proof of the placement of the source code with the Escrow Agent at the time of the contract execution and with each major release. All

costs, present and future, associated with the escrow of the source code must be included in the proposal.

The County data shall remain the property of the County, and the awarded vendor shall not use the County data other than in connection with providing the services pursuant to the executed contract.

The solution will include these core modules (with respective features):

**1. Case Management for:**

- County Clerk**
- District Clerk**
- County Court**
- County Court at Law**
- District Court**
- District Attorney**
- County Attorney**
- Justice Courts**
- Jail Management**

**Including these basic features:**

- Criminal, civil and family case management, docketing, hearing setup, notices, digital document imaging, jail magistration tracking, inquests, and juvenile case management
- Integrated CJIS and OCA reporting for all civil, criminal, juvenile, probate, mental health, family, and guardianship cases
- Document imaging or Integration with Existing OnBase software
- Case flags (i.e. to secure or unsecure a case from public access)
- Integrated form creation
- Ability to transfer and/or make case information available internally to other county departments
- Acceptance of electronic filings of documents from defendants, attorneys, or law enforcement
- Ability to expunge the entire case, including persons, images, and all case information
- Ability to seal all or portions of a case
- Ability to back-date and/or enter old cases into the current system
- Means to create and track a fully auditable installment payment plan for individuals on multiple cases
- Means by which to relate cases at any point in the life of a case
- Ability to assess fees and post entries into the County's existing accounting software

- Ability to transfer cases between dockets
- Tracking of status and number of filings against defendant
- Ability to send data electronically to collections agent
- Texas Department of Public Safety (DPS) electronic ticket acceptance
- Ability to track payment plans that are established between the defendant and court
- Ability to electronically transmit data to other collection contractors should be demonstrated and any associated costs included in the proposal
- Ability to send documents electronically for judges to sign electronically
- Ability to send electronic dispositions to Texas DPS
- Include or have the ability to integrate with bench-based software components Compatibility with TexFile electronic filing
- Emphasis on keyboard shortcut alternatives to point-and-click entry
- Audit trail creation (date/time/user/station stamp on all documents and activities)
- Ability to track location of files, docket sheets, and exhibits
- Electronic notification to courts for new filings and post-judgment action filings Accept electronic/credit card payments of fees, fines and costs

2. **Public On-Line Portal** – including:

- Ability for the public to have viewing and search capabilities for at a minimum criminal and civil cases and hearings, JP cases, and hot check cases
- Ability for the public to make secure electronic payments on-line for fees, fines, or other funds due to the courts

3. **Integrated Imaging** – including:

- Built in Imaging, ability to send receive images from existing ecm solution via API.

**B. VENDOR REQUIREMENTS:**

1. Minimum of five (5) years' experience selling, installing, and supporting court and justice solutions.
2. Minimum of five customer references who have successfully installed and used all of the core applications (i.e. County/District Clerk, JP Case Management, Judges Desktop application) for at least two years. Clients with county population of 35,000 or more strongly preferred.
3. Provide a list of all Texas jurisdictions that currently utilize all of the core applications.

4. Provide a list of Texas jurisdictions that have installed all of the core applications in the last three years.
5. Vendor solution that is based on Microsoft architecture is required even if hosted solution.
6. Please provide the total number of software support personnel that support the proposed solution.
7. Provide a brief history of your organization and its affiliations, including the date founded and how many years your organization has provided the requested services outlined in this RFP document.
8. Please provide daily hours of operation for phone support and available after hours emergency response service.
9. Financial performance that indicates future and ongoing ability to invest in courts and justice market solutions.
10. Provide any special certifications or qualifications that your company holds that are relevant to this service.
11. What does your organization do to stay current on national and local legislative and regulatory issues that would affect Hill County?
12. What tools and professional services are available to convert the over 25 years of existing data to your solution? Project plans and experience using these tools and services should be provided as well.
13. The County prefers applications software that is fully integrated, allowing information sharing regarding at minimum, party and case information, between all relevant County departments. Access control mechanisms must be in place to allow the “owning” department of the information to control “read” or “write” access for other departments. Due to the savings in ongoing support and costs this provides, whenever possible this integration (i.e. versus writing interfaces between applications) should be native functionality to the core software application.
14. **Software-as-a-Service (SaaS) Application Delivery**  
For vendors wishing to offer a SaaS implementation proposal:

- i. Please note whether your offering is a SaaS (i.e. yearly cost per user), hosted, or other financial or delivery model.
- ii. Please note what upfront costs (i.e. at time of contract signing), such as application software and services, are required.
- iii. Please indicate the billing methodology (i.e. by # users, fee per month, etc.) and what this includes. At minimum, application, server, update, on line backup and maintenance costs should be defined.
- iv. During the life of the contract, as additional server or storage might be required, how is this contracted for and billed.
- v. What is the methodology and costs associated with adding additional users?
- vi. At minimum, vendor data centers should be SaS70 and FMI90 certified.
- vii. Vendors should also note the data center back up strategy, where the back- up site is located (i.e. state, town, and capabilities of data center), and whether this back up side resides in another power grid.
- viii. Describe the location (at vendor for offsite) and overall security of the data center and the customer data. If the data center has any special capabilities of value to Hill County, please note.

**15. Custom-Engineered Software Solutions**

For vendors wishing to submit a solution based on engineered software:

- i. Your firm must provide an online tracking tool for tracking bugs and features as well as viewing developers' hours and notes. The online tool should also allow viewing of agreements, invoices, and payments.
- ii. The agreement must state that Hill County will own the resulting source code and any inventions that arise from developing the code.
- iv. The vendor should provide a royalty-free license to the source code that allows Hill County to continue development of the software either in-house or with other firms.
- v. Discuss in detail the experience your firm has in governmental/judicial/case management solutions.
- vi. Describe the technologies/languages you will be using to develop the solution (i.e., Java, PHP, .NET, etc.)

**C. PROJECT TASKS AND SERVICES:**

1. The selected solution provider will be responsible for the design, development, procurement, installation and testing of all software, hardware, and network components required to support the implementation of the Integrated Case Management System.
2. The selected solution provider will be responsible for the design, development and implementation of an Integrated Case Management database. Hill County's preference is for the vendor to use an industry standard database instead of a

proprietary database. Proposers must clearly state in their proposal if the proposed database is proprietary.

3. The County desires that solution providers propose a project work plan that does not exceed a timeline of nine (9) months from contract execution through final acceptance.
4. The solution provider shall propose a Project Plan to install, configure, customize (if needed) and make operational its proposed software system to meet the needs of a fully Integrated Case Management System. A plan should also be provided for the protection of any customization through periodic updates, upgrades, and maintenance processes.
5. The solution provider shall provide a complete list of all server hardware and proposed system architecture that is required to operate and fully optimize its proposed solution.
6. The solution provider shall provide a complete list of all third-party software, including any imbedded software. This list shall include all third-party software that is required to operate its proposed solution as well as who is responsible for installation and configuration.
7. The solution provider shall include information on the process for periodic software updates and/or upgrades to the proposed software as well as a maintenance plan and pricing per year for three Texas legislature updates (these occur once every two years) beyond the stated warranty period following go-live and acceptance of the system. The solution provider should also propose the per year costs of continued maintenance beyond the first three legislative updates.

**D. PROJECT MANAGEMENT SERVICES:**

The selected solution provider's Project Manager will have responsibility for the day-to-day management of the provider's project team in coordination with the County's IT Department. The Project Manager will be responsible for development of all Project Deliverables, and will also be responsible for preparing and submitting Monthly Status Reports, Presentation Materials, Technical Interchange Meeting Notes, or other documentation as required to the County's IT Director. Attendance at Monthly Status Meetings, Community Meetings, and Technical Interchange Meetings will also be required. Teleconferencing may be used for no more than 25% of these meetings.

**E. DATA CONVERSION SERVICES:**

The selected solution provider will be responsible for the design and development of data conversion scripts to transfer all data from the existing legacy system to new target

database system in the Integrated Case Management System. Proposer should provide a timeline and an all-inclusive cost proposal for data conversion.

**F. TRAINING:**

The selected solution provider shall provide a plan for training on the proposed software system using experienced training personnel who can lead the end-user and technical training.

**G. INTERFACES:**

The solution provider will perform gathering of requirements, design, development, and implementation for all interfaces for communication with other County solutions.

## **IV. SOLUTION FEATURE REQUIREMENTS**

### **GENERAL REQUIREMENTS**

1. IT Requirements

- a. The solution must be based on Microsoft architecture.
- b. All server software and components should run on 64 bit versions of Windows Server 2014, 2012 or greater and be compatible with Windows-based peripherals.
- c. The solution must be compatible with the VMware Virtual Desktop Infrastructure (VDI) and virtualized server hardware and operating systems.
- b. Database components should run on Microsoft SQL Server 2012 or greater.
- c. The solution should include an extensive and documented API (application programming interface) or Manufacturer should provide and support (on an ongoing basis) read/write interfaces to other county software.
- d. Workstation/end-user software and components should operate on 32 or 64 bit versions of Windows 7 or greater operating systems.
- e. Workstation/end-user software and components should operate under the security context of a standard Windows user account. No privilege escalation, such as "Power user" or "Administrator", should be required.
- f. The solution should contain a diverse and flexible level of permissions that dictate what users can access and modify.
- g. The solution must offer single sign-on user authentication and access control through the use of Active Directory 2012 or greater.
- h. Workstation/end-user software and components should automatically update as necessary. No privilege escalation, such as "Power user" or "Administrator", should be required.
- i. Web-based software (software that runs in a web browser) should support current versions of all major browsers, including Internet Explorer, Chrome and Firefox.

- j. Non web-based software (software that runs outside of a web browser) should be deployed and upgraded via an .MSI (Microsoft installer) file or similar technology that allows automated deployment and upgrades.
  - k. End-users should be able to create their own reports without technical knowledge or the assistance of IT or software administrators.
2. **The solution must not require a user to perform “double-entry” of information.** If information exists in the software, users should never have to enter that information again.
  3. The solution must maintain a single identity record for each party. A party may then be assigned multiple roles within the system (i.e., a party may be a criminal defendant, a victim, a witness, a Judge, County employee, or an attorney, among other roles; sometimes all at once). In addition, the solution must maintain all current and previous contact information for each name record.
  4. The solution must track and link charges, party relationships, and court docket entries for related cases.
  5. The solution must capture, assign, or allow entry of multiple identifiers (i.e., originating court for appealed cases; prosecutor, law enforcement, other agencies) and establish relationships with case participants.
  6. The solution must notify the user, when the user is creating a new case or new party that a party with matching identifiers already exists within the system; the solution must permit the user to create a new party, if required.
  7. The solution must allow the user to modify an existing party record, if appropriate, before associating the party to the case. If modification of the party record is appropriate, the solution must not require the user to change screens to accomplish the party record modification.
  8. The solution must allow the user to merge existing party records into a **single party record** (the survivor party record), associate the case records of the other party records to the survivor party record and delete the remaining party records. The solution must allow the user to split a single party record into multiple party records.
  9. The solution must support “Soundex” search capability (i.e., the search should correctly associate “O'Reilly” with “Oreilly”).
  10. The solution must support wildcard search capability.

11. The solution must maintain multiple current and historical addresses, with beginning and ending dates and address sources for each party.
12. The solution must support digital signature captures through touch-screen interfaces or USB signature pads.
13. The solution must support biometric Identification of a person, authentication of system users through biometric identification, and exchange of biometric identification with agencies (including, but not limited to, Texas DPS and AFIS).
14. The system must be capable of importing and associating with case files the following documents types at a minimum: PDFs, tiffs, jpegs, bmps, and Microsoft Office documents and Corel WordPerfect documents.
15. The solution must have integrated document imaging for all offices and images should be accessible within the cases itself eliminating the need for a separate index or separate application.
16. The software should use Microsoft Windows supported peripheral devices without the need for a vendor-maintained driver.
17. The solution must comply with Texas Gov't Code 77.031, technology standards approved by the Judicial Committee for Information Technology (JCIT), as well as ADA standards.
18. The solution must provide disaster recovery planning and options.
19. The solution must provide for a judicial website accessible by the public that can be hosted either by Hill County or by the Texas Association of Counties (TAC)/CIRA. Accessibility to information must be selectable by any case parameter.
20. The solution must allow departmental managers to run activity reports on activities of departmental employees within the system.
21. The system must be able to interface with Sheriff's Office,
22. The system must provide for CJIS and OCA reporting for all departments.
23. The solution must allow case information and cases to be back-dated/forward-dated to comply with orders and add older/closed cases to the system without negative effect on current reports and dockets.

24. The solution must comply with all electronic discovery requirements and with all Texas e-filing requirements set forth by the Supreme Court or court's local rules and the vendor must propose **a plan for updating with all future legislative and legal changes.**
25. The software should integrate with Microsoft Office applications.
26. The solution must be compatible with clients running Windows 7 or later.
27. The solution must allow the user to export any report generated from the system into popular file formats, including PDF and Microsoft Excel.
28. The software must provide a judges desktop application.

#### **COURTS, COORDINATORS AND PROSECUTORS REQUIREMENTS**

1. The solution must allow criminal and civil case creation for all courts.
2. The solution must allow an authorized user to create a criminal case as a result of either an onsite arrest, warrant issuance, court case filing, original matters, or in-house investigations.
3. The solution must allow an authorized user to enter probable cause (PC) affidavits.
4. The solution must allow an authorized user to accept or reject the PC affidavit and also to accept or reject cases submitted electronically from law enforcement agencies and notify the submitting agency of the status.
5. The solution must create a unique and sequential control number for the case when the case is accepted.
6. The solution must allow association of evidence storage location (i.e., "box numbers") in each case file.
7. The solution must allow the user to produce a warrant.
8. The solution must allow ability to print mug shots on warrants.

9. The solution must require the user to identify the offender and list the charges when a warrant is created.
10. The solution must allow the user to verify the status of the offender (e.g., is the offender currently in jail) when creating the warrant.
11. The solution must allow the user to create a warrant whether or not the offender is currently in jail.
12. The solution must allow the user to deliver the warrant to a judge.
13. The solution must generate a unique identifier (warrant number) for the warrant upon authorization by a judge.
14. The solution must ensure that the warrant number contains a court identifier while still remaining sequential and unique.
15. The solution must ensure that cases created as the result of a warrant do not have court assignment until the warrant has been served.
16. The solution must allow, but not require, a judge to enter a bail level recommendation when issuing a warrant.
17. The solution must notify the user of an existing bail level recommendation during magistration.
18. The solution must notify the user of outstanding warrants (if any) during person lookup.
19. The solution must make warrant information available online to the public only after the warrant has been served.
20. The solution must indicate that the warrant has been issued indefinitely until the warrant is served or recalled.

21. The solution must provide electronic notification that a warrant need to be recalled as a result of statutes of limitation.
22. The solution must allow an authorized user to view PC Affidavits from other courts within the system.
23. The solution must provide an authorized user with the option to assign a lead charge and order (prioritize) the remaining charges, when there are multiple charges.
24. The solution must allow a user to view all related case, TRN/TRS, and charge history for a person.
25. The solution must allow an authorized user to reject, accept, change, add, lower, and/or raise charges during filing, prosecution, and trial. The solution must retain a history of all activities that change the charges.
26. The solution must allow an authorized user to add comments to charges, case records, defendant records, and victim records, and these comments must be visible only to users of the system.
27. The solution's reject codes must map to DPS reject codes.
28. As new DPS codes are added by the State, the solution must allow creation/import of new codes by users.
29. The solution must allow for a single arrest record to result in the control/TRN number being created by the Hill County Sheriff's Office's software to be used by the District Attorney's Office, to handle arrests in which a suspect committed a felony and misdemeanor at the same time. The office must be able to assign their own control number.
30. The solution must allow for separate cause numbers to be assigned for each charge or offense in criminal and traffic cases.
31. The solution must ensure that every criminal case has an associated CJIS code.
32. The solution must be capable of associating and tracking multiple offenses for each case.
33. The solution must ensure that every criminal and civil case has status codes and disposition codes, and allow the user to add/delete/modify those codes as needed.

34. The solution must have the ability to associate and track multiple prose paragraphs for each offense.
35. The solution must require the DPS/Hill County offense code to match the charge.
36. The solution must maintain the history of the original offense and supplemental offense reports as documented by LEA.
37. The solution must automatically prevent the identities of victims, witnesses, and minors from being accessible to the public.
38. The solution must provide victims of domestic violence and sexual assault with the option of being assigned pseudonyms rather than use their real names for public display or as an alternative to their actual identity.
39. The solution must allow supporting documents to be scanned or imported into the system and added to the case file. The solution must support, but not be limited to the following file types: PDF, JPG/JPEG, TIF/TIFF, and BMP.
40. The solution must allow video documents to be imported into the system and added to case file.
41. The solution must support, at a minimum, these file types: MP4, MOV, MPG, and AVI.
42. The solution must allow an authorized user to set grand jury hearings for criminal cases.
43. The solution must allow an authorized user to specify the cases to be included on the grand jury docket.
44. The solution must allow a user to close the case as "no billed" if the grand jury decides not to proceed with the case.
45. The solution must allow a user to update the case's status to indicate the indictment if the grand jury elects to proceed with the case and update the system with the court assignment.
46. The solution must allow for new action to be added to an existing criminal case by the District/County Clerk's or District Attorney's offices through court case filings.

47. The solution must be able to run a docket list for plea negotiations, pre-trials and plea dockets.
48. The solution must allow for item-by-item selection/"tagging" of visibility for case items for access by defense attorneys, parties in a suit, users, departments, the general public, and other groups. This includes individual items that may have been imported/added to the case (i.e., electronic documents, media files, etc.).
49. The solution must include victim information on criminal cases.
50. The solution must include a method for publishing case events for VINE (Victim Instant Notification Everywhere).
51. The solution must provide a means to maintain and process "Original Matters" that could lead to sealed indictments. These cases must be maintained in a separate database with separate user controls from other application modules.
52. The solution must provide an authorized user a means to "export" entire case files for electronic delivery to third- parties. When exporting cases, the authorized user must be able to select individual items of each case to prevent export of non-discoverable items. The solution must maintain an audit trail of all exports performed.
53. The solution must provide a sequential, searchable unique number for all orders.
54. The solution must provide a means of "tagging" evidence in a case to show storage location (i.e., box/shelf/room numbers).
55. The solution must provide the ability to maintain separate dockets (i.e., intake, criminal, original matters, etc.).
56. The solution must provide the ability to link co-defendants.
57. The solution must contain two independent criminal case management system databases as well as two independent civil case management databases (one each for bond forfeiture and asset forfeiture) for the District Attorney's office.
58. The solution must allow an authorized user to add additional counts to each charge as needed. Each additional count should include data fields for TRN/TRS, disposition, etc.
59. The solution must provide fields for defendant statistical information (i.e., race, sex, age, etc.).

60. The solution must provide fields for charge/offense statistical information (i.e., degree of offense, victim/no victim, and miscellaneous fields such as “enhanced”, “double enhanced”, “aggravated”, “drug-free zone”, “attempted”, etc.).
61. The solution must provide fields to represent the “plea offer” and produce a plea offer document within the criminal case.
62. The solution must provide fields to represent if an “information” has occurred within the criminal case, and allow the prosecutor/user to assign a court to the cause number.
63. The solution must prepare a “Statement of Facts” and allow the user to electronically submit the document to the District/County Clerk which includes the complete incident report, victim impact statement, and cover sheet.
64. The solution must provide a field in criminal cases to reflect if a Victim Impact Statement has been received and the date of receipt.
65. The solution must notify the user upon accepting/entering a new intake case if the defendant currently has any other pending “Active” cases or is currently on probation.
66. The solution must reflect the case as “Active” if there is no disposition entered on the original charge and/or if there is a pending Motion.
67. The solution must provide the option to send all or parts of the case electronically, by digital copy, or by hard copy/printout.
68. The solution must allow the user to transfer the entire electronic case to another cause number and/or court (i.e., when the case has been transferred to another court or has been refilled into another cause number).
69. The solution must produce judgments that are in compliance with State requirements and defined business rules.
70. The solution must allow defense attorneys web-based, read-only access to selected cases and selected details of cases.
71. The solution must allow an authorized user to “flag” a criminal case where any of the below events have occurred, including fields to reflect date and status:
  - a. Pre-Trial Diversion
  - b. Juvenile being certified as an adult
  - c. Lab report received

d. Bond forfeiture filing

72. The solution must produce subpoenas for criminal cases.
73. The solution must allow an authorized user to “flag” and/or have an identifier that a case is “Grand Jury Ready” and have additional fields/status codes to indicate that the case is formally going to be placed on the Grand Jury docket with coordinating date.
74. The solution must allow an authorized user to generate a report/docket listing of the cases which are placed on the weekly Grand Jury docket.
75. The solution must ensure that the District Clerk system notifies the DA system once a complaint has been assigned to a specific court after the Grand Jury returns a disposition.
76. The solution must provide data fields for specific bond details in a criminal case (i.e., surety license number, surety, bond number, bond amount, bond date, etc.).
77. The solution must provide data fields for specific disposition details (i.e., type of disposition, result/reason, sentenced to, restitution, and punishment range).
78. The solution must allow the user to electronically submit digitally signed indictments and Notices of No Bills to the District/County Clerk for court assignment or dismissal.
79. The solution must include automatic retrievals of CJIS return file(s) and distribution of errors to the appropriate user.
80. The solution must ensure the prosecutor section is initially populated from the Jail Management System and/or from the CCH/CJIS/EDR Return File.
81. The solution must ensure the court section is initially populated from the prosecutor's action(s) and/or from the CCH/CJIS/EDR Return File.
82. The solution must allow the user to intercept a CJIS transmission for modifications before the end of the business day and before final posting.
83. The solution must use the CJIS/DPS dictated codes.
84. The solution must allow for the printing of documents from the system and to allow for placement of watermark or stamp verbiage (i.e., “Certified Copy”).

Justice of the Peace software application:

1. Docket Maintenance For:
  - a. Justice Court Criminal
  - b. Debt Claim
  - c. Small Claims Civil
  - d. Evictions
  - e. Repair and Remedy
  - f. Administration Hearings
  - g. Examining (Felony) Docket
  - h. Bail settings
  - i. Mental Commitments
  - j. Juvenile Docket
  - k. Hot Check Docket
  - l. Warrant Management
  - m. Miscellaneous Docket
2. Collection Maintenance:
  - a. Automatic Fee Distribution of State Fees
  - b. Electronic Posting of Payments
  - c. Prorating of Court Costs
  - d. Computer Generated Live Receipts
  - e. Miscellaneous Over the Counter Fee Collection
  - f. Complete Payment History
  - g. Account for Partial Payments
  - h. Ability to Post Credit for Jail Time or Community Service
  - i. Ability to Post Credit Card Payments Through Direct Deposit
3. Inquest Maintenance:
  - a. Maintenance of pertinent inquest information
  - b. Unlimited Testimony Information
  - c. Unlimited Autopsy Information
  - d. Unlimited Justice Findings
  - e. Access to cases by name, inquest, number, or inquest date
  - f. Print transcript of Inquest
4. Warrants:
  - a. Ability to Automatically File and Maintain Needed FTA Cases
  - b. Add Necessary Collectible Information
  - c. Print Failure to Appear and Violate Written Promise to Appear
  - d. Complaints for FTA
  - e. Print Warrant Worksheet List
  - f. Print List of Cases Eligible for NRVC
  - g. Ability to Transfer Cases to OmniBase System
  - h. Ability to issue A and B Felony
5. Ability to Access Records By:
  - a. Defendant
  - b. Plaintiff
  - c. Case Number

- d. PID (Personal Identification Number)
  - e. Ticket Number
  - f. Driver's License on Traffic
6. Docket:
- a. Court Docket Calendar of Cases Set for Trial
  - b. Docket Book of All Types of Disposed Cases with Index
  - c. Docket Book of All Cases Within Case Range with Index
  - d. Cases Dismissed Report
  - e. Summary Description of Cases Filed Within Given Date Range
  - f. List of Warrants Broken Down by Officer
  - g. List of Current Warrants on Any Case Type Exclusively
  - h. Texas Judicial Council Monthly Report
  - i. Automated Conviction Reporting
  - j. Print Label for Shucks
  - k. Judgment Search Listing for Credit Bureau Searches
  - l. Various Legal Documents
    - i. Hot Check Warrants
    - ii. Felony Warrants
    - iii. Citations
    - iv. Mailed Summons
  - m. Second Notices Automatically Selected 14 Days After Filing Date
7. Collections:
- a. Collection Report
  - b. Account Receivable Report
  - c. Current Status Report of Cases for Any Given Officer
  - d. Cases Paid Within a Given Date Range Broken Down by Officer
  - e. Spread-Sheet Collection Report
  - f. GASB-34 Reports for Auditor
  - g. Collection Report of Jail Time Credit
  - h. Collection Report of Community Service Credit
  - i. Collection Report for Direct Deposits
  - j. Transfer to Private Collection Agency
8. Attorney/Bondsmen Maintenance:
- a. Maintain Attorney/Bondsman Name, Address, and Telephone Number
  - b. Print Listing of All Attorneys and Bondsman
  - c. Ability to Tie Attorney/Bondsman to Individual Cases
  - d. Attorney/Bondsman Information Can be Displayed on Your Dockets
9. Forms Maintenance Programs:
- a. Ability to design and print your own forms and merge information from the case files, which saves time and expense of ordering forms that are used in the office daily. Some examples include: citations, subpoenas, warrants, notices and abstract of judgments.

In addition to the features required, the solution must be integrated with web based credit card payment processing.

Internet Records Access w/ Online Ticket Payment – Web based credit card payment processing requirements:

1. Automatically post payments to individual cases as well as view the most current information on outstanding case balances.
2. Prevent users from posting to incorrect cases and/or courts and incorrect payment amounts.

If vendor cannot meet all software application requirements listed above for Justice of the Peace application, please provide detailed explanations for requirements not met.

### **CASE ASSIGNMENT - CRIMINAL**

1. The solution must notify the clerk when a case has been sent from the District Attorneys' offices.
2. The solution must link case type categories to OCA standards for state reporting purposes.
3. The solution must allow a user to review a case (and all associated documents) electronically.
4. The solution must support electronic court case filing (i.e., directly from attorneys' offices, prosecutors' offices, other courts) of pleadings and other documents. The solution must be able to link electronic court case filings with register of actions and update other aspects of the case record as appropriate.
5. The solution must allow a user to track court availability (such as "available" or "not available") for each court.
6. The solution must be able to assign a case to a court directly, randomly or through round-robin methods.
7. The solution must take case level and case type into consideration when assigning a case to a court (i.e., Class A/B/C misdemeanors or felonies).
8. The solution must take current court availability and court case load into consideration when assigning the case to a court.

9. The solution must automate the assignment of related cases, including supervision cases, to the same court based on common case criteria (i.e., multiple complaints regarding same person, multiple cases involving common issues, related case parties).
10. The solution must generate a unique cause number when a case is assigned to a court.
11. The solution must generate cause numbers (i.e., intake numbers) that are sequential and unique across all courts.
12. The solution must allow a user to manually override the electronic assignment to a court.
13. The solution must require the user to enter a reason, when overriding an automatic court assignment.
14. The solution must maintain an audit trail to document manual overrides of court assignments.
15. The solution must allow a user to accept a case or transfer it to another court.
16. The solution must require the user to document the reason for transferring a case to another court.
17. The solution must allow a user to either accept or reject a transferred case.
18. The solution must notify the District Attorney when the District/County Clerk has assigned a court to new indictments and when case transfers have occurred.
19. The solution must allow for the capability to track files as they are checked in and out of the Clerk's office.
20. The solution must allow for multiple fields on the docket sheet to allow entry for the style of case (including multiple plaintiffs/defendants/respondents/attorneys), offense/cause of action, offense date/date of filing, etc.

## **PRINTING CASES**

1. The solution must automate printing bar codes that contain the cause number and assigned court identifier, when choosing to print and deliver the case manually.

2. The solution must automate printing a docket sheet for the case, when choosing to print and deliver the case manually.
3. The solution must produce an email notification that also contains the cause number, in barcode format, to be sent to pre-defined members of the court, when choosing to send the case to the court electronically.
4. The solution must allow a user to override or add additional recipients to the email notification list when sending the case to the court electronically.

## **DOCUMENT ATTACHMENTS**

1. The solution must allow a user to scan documents directly into the system and associate those documents with a case.
2. The solution must allow a user to import electronic documents in formats such as PDF, JPG/JPEG, TIF, BMP, Microsoft Office, MP4, MOV, MPG, and AVI directly into the system and associate those documents with a case.

## **ADMINISTERING COURT PERSONNEL**

1. The solution must allow for judges and court personnel to be replaced without affecting historical records.
2. The solution must permit an authorized user to add or modify courts and court information.
3. The solution must maintain rules governing events associated with case age.
4. The solution must calculate the age of a case and automatically generate notifications and reports, based on that age.

## **HEARINGS AND MOTIONS**

1. The solution must provide a dictionary of hearing types and their definitions.
2. The solution must provide a dictionary of motions (with definitions and rules).
3. The solution must be capable of associating multiple hearings to a case.

4. The solution must allow a user to update and/or modify hearing types.
5. The solution must allow an authorized user to view the entire history of a case, including all hearings associated with the case.
6. The solution must provide fields for each criminal case to reflect if a motion has been filed with date and its disposition with date.

## **CALENDARING**

1. The solution must provide a calendar that will show existing scheduled events and court availability enabling a user to set hearing dates for their respective courts.
2. The solution must apply rules to each hearing type when a user schedules a hearing (i.e., minimum and maximum number of days allowed when setting a hearing type).
3. The solution must provide an informational notification, when a user attempts to set a hearing date outside of the acceptable time range for a hearing.
4. The solution must allow a user to edit event information pertaining to their court on the calendar.
5. The solution must allow for view-only access to calendars for other courts, departments, groups, and/or users.
6. The solution must provide the capability to docket events or documents for which a case does not yet exist; create temporary case number and permit all entries to be transferred to permanent case record and case number upon establishment of the official case.
7. The solution must allow non-court related activity (i.e., maintenance) to be scheduled for a courtroom or personnel (i.e., vacation or training).
8. The solution must interface with the County's current Microsoft Exchange server to provide a single source of information on scheduling county-wide.
9. The solution must permit the calendar to display event information for all of the courts (although access may be limited via user access rights).

10. The solution must allow the court calendar to display attorney schedules (such as vacation days and date conflicts.)
11. The solution must display schedule conflicts on the calendar and allow the user to adjust the schedule or override scheduling conflicts when appropriate (to allow for multiple hearings on the same date or concurrent scheduling of cases).
12. The solution must allow a user to enter schedule conflicts for any party to the hearing (such as witnesses, victims, and law enforcement.)
13. The solution must allow a user to reset a hearing date, and must allow the user to enter a reason when resetting a hearing date.
14. The solution must maintain an audit trail to document resets of hearing dates.
15. The solution must prompt the user (court coordinator) to re-print the hearing notices, when the hearing is reset.
16. The solution must indicate on the hearing notice that it has been reset (when the hearing notice is generated as the result of a reset).
17. The solution must permit a user to manipulate the calendar view to display a single day, a week or month(s).
18. The solution must allow a user to manipulate the calendar to overlay and view multiple calendars in a single view.
19. The solution must allow a user to change a court's location from the default location when scheduling a hearing.
20. The solution must provide notification to attorneys and self-represented parties when a Court has scheduled any event.
21. The solution must provide reminders to court personnel for action when a judge takes a matter under advisement.

## **HEARING NOTICES**

1. The solution must provide an override prompt to the user (court coordinator) to print hearing notices, once the hearing is set.

2. The solution must allow, but not require, a user to print hearing notices immediately upon setting a hearing. The solution must allow a user to print hearing notices at a later time.
3. The solution must allow hearing notices to be generated from pre-defined templates.
4. The solution must allow the hearing notice template to pull data from tables within the system to populate template fields such as cause numbers, attorney name, attorney address, defendant name, defendant address, bondsman, bondsman address.
5. The solution must allow multiple attorneys and multiple bondsmen to be printed onto the hearing notice, when they exist.
6. The solution must allow a user to add additional cause numbers to hearing notices.
7. The solution must allow a user to preview and modify the hearing notice prior to printing.

## **SPECIAL NOTIFICATIONS**

1. The solution must alert the user when a party to the case has a status within the system that the user should be aware of (i.e., criminal charges, currently in jail, restraining orders, attorney conflict of interest, attorney suspended).
2. The solution must provide the court with notifications of special needs (i.e., interpreter, additional security) when scheduling.
3. The solution must allow a user (court coordinator) to print a docket sheet.
4. The solution must allow the user to add comments to the docket before and after the hearing.
5. The solution must notify a user if any party to the hearing has a scheduling conflict when attempting to set the hearing.
6. The solution must record the new jurisdiction (court) information with an audit trail of date, time, and person who entered the information, when a case is transferred within the County.

7. The solution must provide method to electronically transfer the case data and all attachments to the new jurisdiction.

## **JAIL TRANSFER REQUESTS**

1. The solution must allow users (such as court coordinators, bailiffs, jailers and judges) to generate docket reports indicating those incarcerated parties scheduled for court.
2. The solution must enable users to electronically transmit a jail transfer request to the Sheriff's Office prior to the hearing.
3. The solution must provide automatic notifications to the Sheriff's Office of the jail transfer request.
4. The solution must allow users to confirm that the jail transfer request has been received by the Sheriff's Office.

## **ATTORNEY ASSIGNMENT**

1. The solution must allow a user to assign a prosecuting attorney to a Court.
2. The solution must provide and maintain an attorney pool to randomly assign a defense attorney to a case.
3. The solution must allow the court to override random assignment and appoint a specific attorney to a case.
4. The solution must associate qualifications, restrictions, and exclusions to defense attorneys who are added to the attorney pool – and allow the use of those criteria when making attorney assignments.
5. The solution must maintain defense attorneys' calendar availability.
6. The solution must automate the assignment of defense attorneys from the attorney pool utilizing the attorneys' qualifications, restrictions, exclusions, and availability.
7. The solution must display up to five suggested names of attorneys and allow the user to select one for the appointment.

8. The solution must allow a user to override the automated attorney appointment.
9. The solution must require the user to enter a reason when overriding the automated attorney appointment.
10. The solution must maintain an audit trail to document overrides of automated attorney appointments.
11. The solution must allow, but not require, more than one prosecutor and/or defense attorney for a case. In such cases, the solution must allow a user to designate a lead attorney.
12. The solution must suggest that co-defendants are assigned to different attorneys.
13. The solution must print a court order after a defense attorney has been appointed. A copy should then be sent to the court clerk, defendant, defense attorney, and prosecutor.
14. The solution must allow users to add/delete/modify attorney database information (i.e., contact information, bar car number, etc.).
15. The solution must allow payment requests to be electronically submitted by attorneys, approved by the courts and forwarded to the County Auditor's office.

## **DISPOSITION**

1. The solution must allow a user to enter judicial notes.
2. The solution must allow, but not require, all parties to the case to electronically authorize (via digital signature or biometric reader) documents using touch-screen tablets/laptops or external signature pads.
3. The solution must record the outcome of cases that are appealed.
4. The solution must allow the District/County Clerk's offices to dispose of civil cases and/or parties separately.
5. The solution must allow a user to record the outcome of an appeal in the event that a case is appealed.

6. The solution must allow a user to print notices of judgment when disposing a case or a party.
7. The solution must allow a user to dispose of multiple cases or parties at once.
8. The solution must allow the user to “flag” a criminal case where an appeal has occurred and provide fields to reflect date and status.

## **EXPUNCTION**

1. The solution must record orders of expunction.
2. The solution must maintain a list of users who will receive electronic notification when a court orders an expunction.
3. The solution must send a notification to the users when an expunction is ordered.
4. The solution must maintain and enforce the statutory delay length that users must wait before expunction orders may be executed.
5. The solution must maintain the deadline length by which a user must execute a court ordered expunction.
6. The solution must record the date in which the order of expunction was signed.
7. The solution must calculate the first and last dates of eligibility for executing a court ordered expunction using the date the expunction was signed, the wait length, and the deadline length.
8. The solution must notify the user when the calculated first date of eligibility for executing a court ordered expunction is reached.
9. The solution must automate expunction of all personal identifiers in records and images, in accordance with identifiers given in the order of expunction.
10. The solution must automate expunction of all images and documents, in accordance with identifiers given in the order of expunction.
11. The solution must retain all fee records associated with the case, regardless of the expunction.

12. The solution must automate removal of person identifiers from all retained fee records associated with the case following the expunction.
13. The solution must allow, but not require a user to produce a detailed summary of the expunction.
14. The solution must allow the user to “flag” a criminal case where an order of expunction has been filed and provide fields to reflect date and status.
15. The solution must provide fields to allow summarization of cases where removal of personal identifiers is not possible.

## **NONDISCLOSURE**

1. The solution must record orders of nondisclosure.
2. The solution must maintain a list of users who will receive electronic notification when nondisclosure is ordered.
3. The solution must send a notification to the users when nondisclosure is ordered.
4. The solution must maintain the delay length that users must wait before nondisclosure orders may be executed.
5. The solution must maintain the deadline length by which a user must execute a court ordered nondisclosure.
6. The solution must record the date on which the nondisclosure order was signed.
7. The solution must calculate the first and last dates of eligibility for executing a court ordered nondisclosure using the date the nondisclosure was signed, the wait length, and the deadline length.
8. The solution must notify the user when the calculated first date of eligibility for executing a court ordered nondisclosure is reached.
9. The solution must track the order date and send a notification to the user indicating that the order of nondisclosure is ready to be processed.

10. The solution must identify all records associated with the order of nondisclosure (i.e., arrest record, booking record, magistration and bail records, CCM, prosecution, jail records, community supervision records, etc.).
11. The solution must allow access rights to nondisclosed records to be managed by an authorized administrator (some records shall be made non-public, while some shall be made non-accessible to specified groups within the County).
12. The solution must generate notifications when displaying cases or portions of cases that are not public record or the court has ordered the case or certain records in a case to be sealed (i.e., adoption cases).
13. The solution must allow multiple images associated with the case to be marked as non-public (or redacted) in a single step.
14. The solution must allow the user to "flag" a criminal case where an order of nondisclosure has been filed and provide fields to reflect date and status.

#### **DEFERRED ADJUDICATION/PROSECUTION**

1. The solution allow a user to establish "deferred adjudication" as a type of probation supervision ordered by the court.
2. The solution must allow an administrator to establish deferred adjudication as an option for punishment for specific case level offenses (i.e., Class A/B misdemeanors and felony charges).
3. The solution must allow a user to set a hearing, in which deferred adjudication is an option for punishment, if the case level offense meets the criteria.
4. The solution must allow a user to enter a guilty plea, on an offender's behalf. The solution must then allow the judge to "defer" the finding of guilt.
5. The solution must allow a judge to assign an offender to be placed on probation under supervision for a certain period of time as a result of a deferred adjudication.
6. The solution must allow, but not require, the transfer of management of the offender to Community Supervision and Corrections Department (CSCD) during the deferred adjudication term.
7. The solution must allow, but not require, data related to the deferred adjudication to be shared between the court, Community Supervision, and the prosecutor's office.

8. The solution must permit a criminal background check to show the arrest for the charge and show the deferred adjudication for the disposition.
9. The solution must allow the case to be closed, without a final conviction, upon successful completion of the deferred adjudication probationary period.
10. The solution must allow for, but not require, offenses which are closed due to satisfactory completion of deferred adjudication to be expunged.
11. The solution must enable a user to file a motion to proceed (or motion to revoke if on probation) if a person on deferred adjudication does not comply with the conditions of probation.
12. The solution must generate a warrant for the person's arrest when a motion to proceed (or motion to revoke if on probation) is filed.
13. The solution must set the case status back to "Active" when a motion to proceed (MTP) or motion to revoke (MTR) is filed, and maintain the active case status until the MTP/MTR is pled or dismissed.

#### **DEFERRED DISPOSITION**

1. The solution must allow an administrator to establish deferred disposition as an option for punishment for specific case level offenses (i.e., Class C misdemeanors).
2. The solution must allow a user to associate fees to the deferred disposition.
3. The solution must allow a user to establish probationary conditions to the deferred disposition (such as a specified period in which the party may not receive additional citations or be charged with additional offenses).
4. The solution must allow a user to establish conditions such as community service, defensive driving, alcohol awareness courses, and minor in possession classes to the deferred disposition.
5. The solution must allow the case to be closed, without a final conviction, upon successful completion of the court-ordered conditions of the deferred disposition.
6. The solution must allow for, but not require, offenses which are closed due to satisfactory completion of deferred disposition to be expunged.

7. The solution must enable a user to file a show cause motion if a party on deferred disposition does not comply with the court-ordered conditions and the ability to enter a final conviction once the defendant fails to comply.

### **CIVIL CASE CREATION**

1. The solution must require a user to document the method by which a case was initiated (i.e., foreign judgment, transfer from other court, e-filing, etc.).
2. The solution must be able to integrate with an e-filing solution such as TexFile.
3. The solution must support electronic filing (i.e. directly from an attorneys' office, a prosecutor's office, or other courts) of pleadings and other documents. The solution must then allow a user to link electronic filings to the case record as appropriate.
4. The solution must allow supporting documents to be scanned or imported into the system and added to the case file.
5. The solution must allow video documents to be imported into the system and added to case file. The solution must support, at a minimum, these file types: MP4, MOV, MPG, and AVI.
6. The solution must allow a user to record the identity of all parties to the suits.
7. Civil case creation types should include, but not be limited to, family, probate, guardianship, and bond forfeiture cases.

### **CIVIL CASE ASSIGNMENT**

1. The solution must maintain case types and case type categories.
2. The solution must allow a user to assign a case type to a case.
3. The solution must link case type categories to OCA standards for state reporting purposes.
4. The solution must allow cases to be consolidated.
5. The solution must allow a case to be designated as the primary case when consolidating multiple cases.

6. All data and attachments in consolidated cases are moved to the primary case. The subsidiary cases are left as inactive stubs indicating that they were merged to the primary case with the date, time, and user ID of the person performing the enjoin/consolidation.
7. The solution must allow a user to associate a petition amount to the case.
8. The solution must allow a user to track of court availability (must track "available" or "not available" for each court. "Not available" could be due to various reasons such as renovation).
9. The solution must be able to assign a case to a court directly, randomly or through round-robin methods.
9. The solution must take case category into consideration when assigning the case to a court.
10. The solution must be able to factor in the petition amount when randomly assigning a case to a court.
11. The solution must be able to assign a suit affecting the parent-child relationship (modification, enforcement, termination filed by a private party, adoption) to a court within the county that has continuing, exclusive jurisdiction, if any, over the suit affecting the parent-child relationship.
12. The solution must take current court availability and court caseload into consideration when assigning the case to a court.
13. The solution must allow a user to take current party history into consideration when assigning the case to a court and attempt to assign the case to the court that has heard previous cases for the party.
14. The solution must generate a unique cause number when a case is assigned to a court.
15. The solution must generate cause numbers that are sequential and unique across all courts.

16. The solution must allow a user to manually override the electronic assignment to a Court.
17. The solution must require the user to enter a reason, when overriding an automatic court assignment.
18. The solution must maintain an audit trail to document manual overrides of court assignments.
19. The solution must provide the option to send the case to the court electronically or print the case and deliver it manually once the court has been assigned.
20. The solution must allow an administrator to modify case types and dollar amounts so that the solution will remain current as laws change.
21. The solution must allow civil cases to be related to other civil and/or criminal cases.

#### **CASE SEVERANCE**

1. The solution must allow for one case to be severed into multiple new cases.
2. The solution must allow a judge to sever a case.
3. The solution must allow a user to select which documents will be copied to the severed case.
4. The solution must ensure that when severing a case, the original case's audit log is appended with a severed (extracted) action, the case number of the new case, date, time, and user ID of the person performing the extraction.

#### **PRINTING - CIVIL CASES**

1. The solution must automate printing bar codes that contain the cause number and assigned court identifier, when choosing to print and deliver the case manually.
2. The solution must automate printing a docket sheet for the case, when choosing to print and deliver the case manually.

3. The solution must produce an email notification, which also contains the cause number, in barcode format, to be sent to pre-defined members of the court, when choosing to send the case to the court electronically.
4. The solution must allow a user to override or add additional recipients to the email notification list when sending the case to the court electronically.

### **ADMINISTRATIVE FUNCTIONS**

1. The solution must allow an authorized administrator to update court information such as staff, locations, times, phone numbers, judges, and email addresses within the solution.
2. The solution must allow an authorized administrator to add or modify courts within the solution.
3. The solution must allow for judges and court personnel to be replaced without affecting historical records.
4. The solution must allow for an authorized administrator to move cases from adult to juvenile or from one person to another.
5. The solution must allow for an authorized administrator to modify code files.

### **HEARINGS AND MOTIONS**

1. The solution must provide a dictionary of hearing types and their definitions.
2. The solution must provide a dictionary of motions (with definitions and rules.)
3. The solution must be capable of associating multiple hearings to a case.
4. The solution must include, but not be limited to, the following hearing types:
  - Preliminary
  - Trial
  - Telephonic

- Submission
  - Administrative
  - Appeal
5. The solution must allow a user to update and/or modify hearing types.
  6. The solution must allow a user to view the entire history of a case (including all hearings associated with the case).

## **CALENDARING**

1. The solution must provide a calendar that will show existing scheduled events and court availability enabling a user to set hearing dates for their respective courts.
2. The solution must apply rules to each hearing type when a user schedules a hearing.  
(e.g., minimum and maximum number of days allowed when setting a hearing type)
3. The solution must provide an informational notification, when a user attempts to set a hearing date outside of the acceptable time range for a hearing.
4. The solution must allow a user to edit event information pertaining to their court on the calendar.
5. The solution must allow for view only access to calendars for other courts, departments, groups, and/or users.
6. The solution must permit a person (e.g., defendant, judge, or attorney) to have multiple hearings scheduled on the same date and/or time.
7. The solution must provide the capability to docket events or documents for which a case does not yet exist; create temporary case number and permit all entries to be transferred to permanent case record and case number upon establishment of the official case.
8. The solution must allow non-court related activity (e.g., maintenance) to be scheduled for a courtroom or judge (e.g., vacation, training).

## **DISPLAY EXISTING EVENTS/POTENTIAL CONFLICTS**

1. The solution must permit the calendar to display event information for all of the courts (although access may be limited via user access rights).
2. The solution must allow the court calendar to display attorney schedules (such as vacation days and date conflicts.)
3. The solution must display schedule conflicts on the calendar and allow the user to adjust the schedule or override scheduling conflicts when appropriate (to allow for concurrent scheduling of cases).

## **FLEXIBLE USER INTERFACE**

1. The solution must permit a user to manipulate the calendar view to display a single day, a week or month(s).
2. The solution must allow a user to manipulate the calendar to overlay and view multiple calendars in a single view.
3. The solution must allow a user to change a court's location from the default location when scheduling a hearing. (Courts may have to switch courtrooms due to one court temporarily requiring another location for trial.)

## **HEARING NOTICES**

1. The solution must prompt the user (court coordinator) to print hearing notices, once the hearing is set.
2. The solution must allow, but not require, a user to print hearing notices immediately upon setting a hearing. The solution must allow a user to print hearing notices at a later time.
3. The solution must allow hearing notices to be generated from pre-defined templates.

4. The solution must allow the hearing notice template to pull data from tables within the solution to populate template fields such as cause numbers, attorney name, attorney address, defendant name, defendant address, bondsman name, bondsman address.
5. The solution must allow multiple attorneys and multiple bondsmen to be printed onto the hearing notice, when they exist.
6. The solution must allow a user to review and update hearing notices prior to printing.
7. The solution must allow a user to manually add additional cause numbers to hearing notices.
8. The solution must allow a user to preview and modify the hearing notice prior to printing.
9. The solution must allow a user to reset a hearing date.
10. The solution must require the user to enter a reason, when resetting a hearing date.
11. The solution must maintain an audit trail to document resets of hearing dates.
12. The solution must prompt the user (court coordinator) to reprint the hearing notices, when the hearing is reset.
13. The solution must indicate on the hearing notice that it has been reset (when the hearing notice is generated as the result of a reset).

#### **SPECIAL NOTIFICATIONS**

1. The solution must alert the user when a party to the case has a status within the solution that the user should be aware of (e.g., criminal charges, restraining orders, attorney conflict of interest, currently in jail.)
2. The solution must provide the court with notifications of special needs (e.g., interpreter) when scheduling.

3. The solution must allow a user (court coordinator) to print a docket sheet.
4. The solution must permit the user (court coordinator) to display or hide columns of data on the docket sheet (for instance display jail and/or warrant statuses.)
5. The solution must allow the user to add comments to the docket before and after the hearing.
6. The solution must notify a user if a party to the hearing is in jail; regardless of the hearing or case type (criminal or civil.)
7. The solution must provide a user the option to apply a specific change to multiple dockets, parts of dockets, or groups of cases as if they were a single docket or case.
8. The solution must record the new jurisdiction (court) information with an audit trail of date, time, and person who entered the information, when a case is transferred within the County. The associated court identifier will change, but the case number will remain the same.
9. The solution must record the new jurisdiction (court) information with an audit trail of date, time, and person who entered the information, when a case is transferred out of the County. The solution must provide a method to transfer the case data and all attachments to the new jurisdiction.

### **JAIL TRANSFER REQUESTS**

1. The solution must allow users (such as court coordinators, jailers and judges) to generate docket reports indicating which incarcerated parties are scheduled for court.
2. The solution must enable a user to electronically send a jail transfer request to law enforcement prior to the hearing.
3. The solution must provide automatic notifications to law enforcement of the jail transfer request.

4. The solution must allow a user to confirm that the jail transfer request has been received by law enforcement.
5. The solution must include, but not be limited to, the following types of court orders:
  - Supervision
  - Dismissal
  - Judgments
6. The solution must allow a user to update and modify court order categories
7. The solution must allow a user to create a jury demand.
8. The solution must allow the jury demand to be created through e-filing.
9. The solution must allow a user to enter a jury fee.
10. The solution must allow a user to enter hearing results and plea arrangements.
11. The solution must allow a user to post a Jury fee into the civil fees section of the solution
12. The solution must secure the judicial notes to the appropriate judge, and ensure that the notes are visible only to authorized users.

#### **DISPOSING CASES/PARTIES**

1. The solution must allow the court to transfer the case back to the District Clerk's office/County Clerk's office, once a case or a party is disposed
2. The solution must allow the District Clerk's office/County Clerk's offices to dispose of civil cases and/or parties separately.
3. The solution must allow a user to record the outcome of an appeal in the event that a case is appealed.
4. The solution must a user to print notices of judgment when disposing a case or a party.

5. The solution must allow a user to dispose of multiple cases or parties at once.

## **MENTAL COMMITMENT HEARINGS**

1. The solution must allow a user to set a court-ordered mental commitment hearing.
2. The solution must assign a unique cause number to the court-ordered mental commitment hearing when the hearing is set.
3. The solution must allow a user to import the application for the court-ordered mental commitment hearing, physician certificates, and other required documents and associate those documents to the court-ordered mental commitment hearing.
4. The solution must automate the assignment of a defense attorney to a court-ordered mental commitment hearing, utilizing the attorney pool. The solution must consider the attorneys' qualifications, restrictions, exclusions, and availability.
5. The solution must allow a user to create a transport order, which will be authorized by a judge, to transport patients to the court-ordered mental commitment hearing.

## **CHILD SUPPORT CASES**

1. The solution must allow the user to identify the case as a child support case.
2. The solution must allow the user to record the date that the information on suit affecting the parent-child relationship (excluding adoptions) form was provided to the parents.
3. The user to record the date that the completed Information on suit affecting the parent-child relationship (excluding adoptions) form was received from the parents.
4. The solution must allow the user to record the date that the state disbursement unit case was set up and the person who set up the account.

5. The solution must ensure that the county sets up the account with the state disbursement unit website, but does not track or handle child support (all child support activity, including payments, etc. are handled by the AG).

6. The solution must allow the user to identify cases where the forms have been provided to the parents but have not been returned as well as cases where the forms have been returned from the parents but the state disbursement unit account has not been setup.

## **PROTECTIVE ORDERS**

1. The solution must allow a user to create a protective order (i.e., Magistrate's Order of Emergency Protection; Title 4 protective orders under the Family Code, Chapter 7A protective orders under the Code of Criminal Procedure).
2. The solution will indicate that a protective order has been issued, indefinitely, until the protective order is served or recalled.
3. The solution must allow the protective order request to be closed due to non-service.
4. The solution must allow a user to add additional fees to a protective order (i.e., out of county service).
5. The solution must allow a user to collect fees associated with a protective order and then generate a receipt. The receipt must indicate the payment date, payment amount, payment method, person making the payment, and user who accepted the payment.
6. The solution must allow a user to distribute an electronic record of the payment receipt, for the protective order, to additional users.
7. The solution must associate fees to the proper protective order.
8. The solution must allow a user to set a compliance review hearing for a protective order.
9. The solution must require the protective order to be approved by a judge; all changes (including dismissal) must be approved by the judge.
10. A user to create agreed protective orders (which go against both parties).

11. The solution must ensure that protective orders are uploaded to TCIC when approved and signed by judge.
12. The solution must automate electronic notifications to law enforcement upon the authorization of a protective order by a judge.
13. The solution must allow for a victim record to contain multiple actual and potential protective order cases.
14. The solution must allow for the entry and tracking of Applicant and Respondent contact information.
15. The solution must allow for electronic files to be attached to an applicant's record.
16. The solution must allow that for each potential case to be assigned a unique, sequential number.
17. For each actual case, the solution must capture at least the following: the cause number, court and date granted, expiration date and date the Respondent was served.
18. The solution must allow for custom created court filing documents, letters, notices and intake packets.
19. The solution must allow for children to be included as parties to a protective order case.
20. The solution must allow a user to add case notes to an applicant's record.
21. The solution must allow for the prosecutor to electronically file an application for protective order case with the District Clerk.

#### **CHILD PROTECTIVE SERVICES (CPS)**

1. The solution must allow for electronic files to be attached to a record.
2. The solution must allow a user to add case notes to a record.
3. The solution must allow for the prosecutor to electronically file a CPS case with the District Clerk.

4. The solution must interface with the HotDocs program or be able to save case data to a HotDocs answer file for transmittal to the Department of Family and Protective Services.
5. The solution must allow for a HotDocs answer file to be imported.
6. The solution must allow for custom created court documents and reports.

## **SERVICE DOCUMENTS**

1. The solution must be able to produce the following types of service documents:

### **CRIMINAL ISSUANCE**

NOTICE OF RECEIPT OF MANDATE  
CITATIONS  
BILL OF COSTS  
COMMITMENT  
SUBPOENA  
RECEIPT FOR  
FILE  
RECEIPT FOR DOCKET  
SHEET RECEIPT FOR  
EXHIBITS CAPIAS  
ALIAS CAPIAS  
PRO FINE  
DOCKET SHEET  
GRAND JURY SUMMONS  
GRAND JURY ARRAY  
PRECEPT  
WITNESS ATTACHMENT  
NOTICE OF INTENT TO DESTROY EXHIBITS  
NOTICE OF DESTRUCTION OF EXHIBITS  
ABSTRACT OF JUDGMENT  
DEATH WARRANT  
GRAND JURY  
SUBPOENA WRIT OF  
ATTACHMENT  
CRIMINAL BENCH WARRANT

## **CIVIL ISSUANCE**

CITATION BY POSTING  
CITATION  
CITATION BY  
PUBLICATION  
SUBPOENA – PLAINTIFF  
SUBPOENA –  
DEFENDANT  
TEMPORARY RESTRAINING ORDER WRIT  
INJUNCTION  
WRIT OF GARNISHMENT – PRE –  
JUDGMENT WRIT OF GARNISHMENT –  
POST-JUDGMENT SCIRE FACIAS –  
DEATH OF PLAINTIFF  
SCIRE FACIAS – DEATH OF  
DEFENDANT SCIRE FACIAS –  
REVIVE JUDGMENT WRIT OF  
PARTITION  
WRIT OF SEQUESTRATION  
WRIT OF POSSESSION  
ABSTRACT OF JUDGMENT  
EXECUTION  
ORDER OF SALE – REAL PROPERTY  
ORDER OF SALE – PERSONAL  
PROPERTY CAPIAS  
WRIT OF ATTACHMENT  
NOTICE OF DEFAULT  
JUDGMENT NOTICE OF  
APPEALABLE ORDER  
CLERK’S CERTIFICATE  
PRECEPT TO SERVE  
NOTICE TO SHOW  
CAUSE TURN OVER  
ORDERS BENCH  
WARRANTS  
WRIT OF  
SUPERSEDEAS  
TAX WARRANT  
NOTICE OF ORDER GRANTING ESSENTIAL NEED (OCCUPATIONAL) DRIVER’S  
LICENSE  
WRIT OF CERTIORARI  
NOTICE TO THE TEXAS WORKER’S COMPENSATION COMMISSION

CERTIFIED BILL OF COSTS  
BILL OF  
COSTS FILE  
CHECKOUT  
DOCKET SHEET CHECKOUT  
DOCKET SHEET  
RECEIPT FOR EXHIBITS  
NOTICE OF FILING JUSTICE OF THE PEACE APPEAL  
NOTICE OF FILING FORCIBLE DETAINER

**FAMILY ISSUANCE**

CITATION  
CITATION BY POSTING  
CITATION BY PUBLICATION FOR DIVORCE  
CITATION BY PUBLICATION DIVORCE WITH CHILDREN  
CITATION BY PUBLICATION FOR SUIT AFFECTING THE PARENT CHILD  
RELATIONSHIP PROTECTIVE ORDER CITATION  
ABSTRACT JUDGMENT  
CAPIAS  
NAME CHANGE  
CERTIFICATE PRECEPT  
TEMPORARY RESTRAINING  
ORDER WRIT OF ATTACHMENT  
WRIT OF EXECUTION  
NOTICE OF SHOW CAUSE  
NOTICE OF REGISTRATION OF CHILD SUPPORT  
DETERMINATION WRIT OF COMMITMENT  
WRIT OF TEMPORARY INJUNCTION  
NOTICE OF PETITION TO SUSPEND  
LICENSE  
NOTICE OF DRIVER'S LICENSE SUSPENSION-PUBLICATION  
DOCKET SHEETS  
NOTICE TO EMPLOYER FOR WAGE WITHHOLDING

**LETTER GENERATION**

CERTIFICATE OF COMPLIANCE/TEMPORARY GUARDIANSHIP  
CERTIFICATE OF WILL DEPOSIT  
CERTIFICATE OF WILL  
SURRENDER LETTERS OF  
ADMINISTRATION LETTERS OF  
GUARDIANSHIP  
LETTERS OF INDIGENT ADMINISTRATOR

LETTERS OF TEMPORARY  
ADMINISTRATOR LETTERS  
TESTAMENTARY

**CITATIONS (IN ALL PROBATE CAUSES OF ACTION)**

CITATION BY POSTING  
CITATION BY PUBLICATION  
CITATION BY PERSONAL  
SERVICE CITATION BY  
CERTIFIED MAIL

2. The solution must provide the ability for end-users to create new documents with no dependence on the vendor or internal support staff.

**JUDGES DESKTOP APPLICATION**

The solution must provide the following:

**Calendar View**

1. Ability to view judge's calendar in a yearly, monthly or daily view.

**Court Session View (Viewing your current hearing docket) 1.**

Ability to view a list of all cases within a court session.

2. Ability to filter the list of cases within a court session by party, attorney, or hearing start time.
3. Ability to search all cases in a court session by free text search.
4. Ability to view unscheduled cases and all documents on the case.
5. Ability to arrange the cases in a court session for presentation to the judge.
6. Ability to view related cases and all documents on the case.
7. Ability to group and ungroup cases.

**Case View**

1. Ability to see party information including mugshots.
2. Ability to configure the system to display the case information the judge wants to view for each case type.
3. Ability to enter private notes on cases.
4. Ability to mark a note as important.
5. Ability to see all notes on a case in one unified location for quick review.
6. Ability to perform a free text search of all notes on a case.

7. Ability to use shorthand codes for quickly entering text into notes.
8. Ability to view case flags.
9. Ability to view all attorneys on a case.
10. Ability to view comments that have been added to hearings in the case management system.
11. Ability to view the financial status of the case.

### **Document View**

1. Ability to view all documents on a case.
2. Ability to search all documents on a case by free text search.
3. Ability to navigate between search results in document list order.
4. When a document is marked as secured or confidential in the case management product the judge's application automatically notifies the judge the document is secured.
5. Ability to open large documents with minimal processing time.
6. Ability to bookmark key pages of documents that require attention.
7. Ability to navigate to bookmarked pages of a document quickly.
8. Ability to enter secure notes on a specific document.
9. Ability to view two documents at the same time.
10. Ability to print a document.
11. Ability to select multiple document to print at one time.
12. Ability to zoom in/out when viewing a document.
13. Ability to quickly display a document on a screen in the courtroom for the whole courtroom to view.
14. Ability to electronically sign documents on the bench or remotely.

### **General Navigation**

1. Ability for one user to navigate through the judge's application while other users view on their screen(s).
2. Ability to open up websites while using the judge's application.
3. Ability to configure product based on the judge's login information (all judges, including visiting judges, will have their configuration settings available anywhere they hold court.)

### **General Application**

1. Ability to use application in the event the county network is down.
2. Ability to manage user security in one central location for both the case management system and judge's application.

Attorney Case Management software application with E-Discovery:

1. Ability to Access Records By:
  - a. Defendant
  - b. Victim
  - c. Cause Number
  - d. File Number
  - e. PID Number
  - f. Alias Name
  - g. Agency Case Number
  - h. History of Closed and Pending Status
2. Reporting Capabilities:
  - a. Disposed Case Statistics
  - b. Notice of Cases Set
  - c. Cases Pending By Age, Attorney, Bondsman and Open Settings
  - d. Court Dockets
  - e. Case Index by Name or Cause Number
  - f. Attorney and Bondsman Lists
  - g. Merge User Forms with Case Information
  - h. CJIS (CR-43) Reporting Forms Including Electronic CJIS Reporting
  - i. Print Letters or Forms for All Victims, Attorneys, Bondsman and Defendants on a Court Docket
3. Miscellaneous Features:
  - a. Real-time updating of Arrest and Disposition Information
  - b. Warning Messages of Active Warrants, In Jail, on Probation
  - c. Maintain Attorney and Bondsman File with Phone Numbers and Addresses
  - d. Tie Attorney and Bondsman to Individual Cases
  - e. Display Attorney and Bondsman on Court Dockets
  - f. Calendaring Allows Users to Set Multiple Cases for New Hearings at One Time
  - g. Transfer Cases From Book-In at Sheriff's Department
4. E-Discovery
  - a. Easy and convenient way for defense attorneys to access discovery information online
  - b. District Attorney's and/or County Attorney's office manages access and ability to view transactions
  - c. A log records each time a defense attorney logs into a case through e-Discovery
  - d. All discovery information (color photos, audio recordings, videos and documents) can be viewed, printed or saved by the defense attorney
  - e. A Certificate of Discovery can be produced for presentation in court for the defense attorney's signature

If vendor cannot meet all software application requirements listed above for Attorney Case Management, please provide detailed explanations for requirements not met.

Hot Check software application:

1. Ability to Search for Defendants By:
  - a. Name
  - b. Driver's License
  - c. Social Security Number
  - d. *Aliases should appear with Driver's License, Social Security Number, PID*
2. Track the Status and Number of Filings Against Defendant
3. Display Arrest and Bonding Information
4. Ability to View All Checks Written to a Vendor for Disbursement of Restitution
5. Ability to Post Payments to Single Checks or a Group of Checks for a Defendant with Receipts
6. Ability to Add Multiple Checks on One Defendant
7. Create Forms That Merge Information From the Hot Check Case
8. Ability to Merge Fee Codes to the Appropriate Hot Check Amount
9. Track Partial Payments
10. Warning Messages of Active Warrants, In Jail, On Probation
11. Report Features:
  - a. 14 Day Notice List
  - b. Auditors Report
  - c. Bank Reconciliation
  - d. Check Register
  - e. Courtesy Letter
  - f. Daily Collection Register
  - g. Defendant History Query
  - h. Defendant Index Report
  - i. Print Disbursement Checks
  - j. Statute of Limitations List
  - k. Vendor History Query
  - l. Vendor Listing

If vendor cannot meet all software application requirements listed above for Hot Check application, please provide detailed explanations for requirements not met.

Clerk Case Management software application:

1. Docket Maintenance For:
  - a. Criminal
  - b. Civil
  - c. Probate
  - d. Mental Probate
  - e. Juvenile
  - f. Adoption
2. Ability to Access Records By:
  - a. Any Name Associated With a Case

- b. Cause Number
- c. Alias Names
- 3. Collection Features:
  - a. Integrated Collection Dept w/Ability to Maintain & Track Collection Schedules
  - b. Electronic Payment Posting
  - c. Complete Charge and Payment History
  - d. Automatic Distribution for Full and Partial Payments
  - e. Prorate Partial Payments of Court Costs
  - f. Computer Generated Receipts
  - g. Miscellaneous Fee Collection
  - h. Ability to Post Credit for Jail Time and Community Service Served
  - i. Daily Financial Balancing
  - j. Registry Court Accounting
  - k. GASB34 Reporting
- 4. Reporting Financial Features:
  - a. Daily Cash Accounting
  - b. Track Bondsman Costs
  - c. Delinquent Balances
  - d. Statement of Court Accounting
  - e. Spread Sheet Charges
  - f. Spread Sheet Collections
  - g. Unearned Fee Balances
  - h. Bill of Costs Statement
  - i. Capias Pro Fine Management
  - j. Indigent Defense Report
  - k. Manage AG IV-D Filing and Service Fees Reimbursement Form
  - l. Ability to Account for Direct Deposits and Waivers
- 5. Reporting Features for Docket and Cases:
  - a. Office of Court Administration Electronic Monthly Reporting
  - b. Court Docketing Functions
  - c. Docket Book Report
  - d. Cases Pending by Age, Attorney, Open Action
  - e. Appointments and Fees Report
  - f. CJIS Disposition Electronic Reporting and Tracking
  - g. Print Name Shuck Labels
  - h. Case Index by Various Selections
  - i. Probate Inventory Filing and Annual Accounting
  - j. Multiple Forms Merge Capabilities
  - k. Listing Case History of Attorneys and Bondsmen
  - l. Track Local Criminal History
  - m. Automatic Case Numbering in Multiple Books
- 6. Attorney and Bondsman Maintenance:
  - a. Attorney Name
  - b. Bondsman Name
  - c. Address

- d. Phone Number
  - e. Ability to Print Listing of All Local Attorneys and Bondsman
  - f. Ability to Tie Attorney and Bondsman to Individual Cases
  - g. Display Bondsman and Attorney Information on Court Dockets
7. Other Features:
- a. Ability to Create Forms Such as Citations, Subpoenas, Warrants and Notice Letters
  - b. Case Integrations

If vendor cannot meet all software application requirements listed above for County & District Clerk Case Management, please provide detailed explanations for requirements not met.

Jail Software Application:

1. Must Include the following Modules:
  - a. Book-in and Jail Management
  - b. State Mandated Reporting
  - c. Electronic Document Imaging
  - d. Electronic Video Data
  - e. Evidence Module
2. Central Master Name Record (PID)
  - a. County-wide PID
  - b. Unlimited Alias Names Cross Reference with PID
  - c. Suspects, Witnesses and Complaints Included in PID Cross Referencing
  - d. Display Individual PID Information Cross Reference on One Screen
  - e. Master Name Record Must Include:
    - i. Unlimited Aliases
    - ii. Latest Address Information and all previous addresses with date stamp
    - iii. Federal, State and Local PID Number
    - iv. Any Physical Markings
3. Outstanding Warrants:
  - a. Name and Address Information and aliases
  - b. Personal Description and mug shot
  - c. Warrant and Bond Information
  - d. Current Offense Codes
4. Offense/Incident:
  - a. Offense Class and Type Information
  - b. State Offense Codes Available to search within software by DPS or Penal code or general description
  - c. Offense Statistics
5. Ability to Access Records By:
  - a. Case Number
  - b. Victim's Name
  - c. Suspect Name
  - d. Witness Name
  - e. Complaint Name

- f. Offenses by Date Range
  - g. Directly by Record Key
  - h. Any aliases
6. Book-In Arrests:
- a. Complete Inmate and Arrest Information to include aliases
  - b. Arrest Statistics
  - c. Unlimited Number of Offense and Bond Information Per Arrest
  - d. Medical/Medication Log
  - e. Inmate Property Log
  - f. Print Receipts for Deposits and Withdrawals
  - g. Report of Book-In and Arrest Information
  - h. Online Report of Current Inmates
  - i. Complete CJIS Reporting Information- Live scan capability
  - j. Automatic Assignment of CJIS TRN Numbers
  - k. Printing and Reprinting of CJIS Fingerprint Cards
  - l. View of Case Prosecution Status From the Attorney's and Clerk's Offices
  - m. Centralized Printing of County Wide Weekly CJIS Reporting
  - n. Visitation and Mail Log
7. Ability to Access Records By:
- a. PID Number
  - b. PID Name Cross Reference – and aliases
  - c. Case Number
  - d. Inmate Name
  - e. Arrest and Sheriff Office Number
  - f. Date Released
  - g. Record Key
8. Arrest Book-In Reports:
- a. Inmate Selection by ID Criteria
  - b. Current Inmate Custody List
  - c. Out of County Inmate List
9. Mug Shot System:
- a. Capability to Take a Picture and Attach it to Inmate Record
  - b. Ability to Create Inmate Lineup/Selection with Individual Criteria
  - c. Ability to Create and Print an Inmate Information Sheet with Inmates Identifiers
  - d. Ability to utilize mugshot throughout whole software system
10. UCR Reporting
- a. UCR Reporting will compile information entered into Book-In or Offense/Incident and print a complete UCR Report

If vendor cannot meet all software application requirements listed above for Jail Application, please provide detailed explanations for requirements not met.