



Hardin County Purchasing
300 Monroe St. Kountze, Texas 77625
(409) 246-5124
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Misty Sims- Purchasing Agent

February 12, 2019

REQUEST FOR PROPOSALS –
JUDICIAL SOFTWARE

Hardin County will be accepting sealed Proposals for Judicial Software. Proposals should be plainly marked on the envelope and addressed to Hardin County Purchasing Department, 300 Monroe, Kountze, Texas 77625, if mailed or delivered. Proposals will be received until 2:00 P.M. March 4, 2019, at which time they will be publicly opened and read in the Purchasing Department. No proposal tendered later than time fixed will be accepted.

Additional information may be obtained from the Purchasing Department at (409)246-5124, www.co.hardin.tx.us. Hardin County reserves the right to reject any or all submittals. Hardin County is an EEOC.

HARDIN COUNTY REQUEST FOR PROPOSALS JUDICIAL SOFTWARE

GENERAL INFORMATION

Hardin County (hereinafter referred to as “County”) is seeking proposals for an information management system including computer hardware, system software and application software that meet the specifications defined in this RFP. It is the County’s intent to greatly improve and enhance productivity and control the cost of data processing.

The County is interested in proposals that offer an integrated, total solution for automating the following offices:

County Attorney, District Attorney, District Clerk, County Clerk, Law Enforcement, Justice of the Peace phased in over a three to four year period.

Proposals will be received until 2:00 p.m., on March 4, 2019, at the Hardin County Purchasing Department, 300 West Monroe Street, Kountze, Texas 77625. The proposals shall be submitted in a sealed envelope and labeled “Sealed Proposal-Judicial Software.”

The successful vendor will be considered the prime contractor. The County requires that the prime contractor provide all hardware, application software license, install all hardware, install application software, convert the County’s databases, and train the County’s offices on site affected by this RFP. The pricing shall consist of a description of the Judicial Software System including all required software as outlined in this RFP.

This RFP sets forth the minimum criteria that Hardin County will consider. The details in these specifications are offered as a means of describing the needs of the County for Judicial Software. Additional suggestions and offerings may be made by the vendor and will be given careful consideration and evaluation by Hardin County.

The County requires that the vendor be the support organization for all application software. The County requires the judicial system integration information to flow from the arrest, to the prosecutor, and to the courts eliminating dual entry of the data. The County requires each application have a CJIS (Criminal Justice Information System) screen showing the information related to the case – arrest detail, prosecutor action, and court activity. The County requires Electronic CJIS Disposition Reporting.

RECEIPT AND OPENING OF PROPOSALS

Sealed proposals will be received by the Hardin County Purchasing Department until 2:00 p.m., on March 4, 2019, at which time they will be publicly opened. Proposal submissions received late, unsigned, or in locations other than the Purchasing Department will be returned.

without consideration. Proposal submissions that are sent via facsimile or e-mail will not be considered.

The proposer shall submit one (1) marked original set and three (3) copies of the proposal.

ACCEPTANCE OF PROPOSALS

The County will not be bound to accept the lowest proposal and reserves the right to accept, reject, or withdraw, in whole or in part, any and all proposals and to waive any informality. In making an award, intangible factors such as vendor's service, integrity, financial stability, facilities, equipment, reputation and past performance may be considered.

Hardin County reserves the right to decide whether a proposal does or does not comply with the requirements set forth in this RFP, as deemed in the best interest of Hardin County.

Hardin County reserves the right to accept, reject or negotiate modifications in any terms of the Vendor's proposal or any parts thereof. Any proposal received after the above scheduled time and date will not be opened. No vendor may withdraw a proposal for at least sixty (60) days after the actual proposal opening.

All costs incurred in the preparation and submission of the RFP response shall be the sole responsibility of the Offeror. Where offerors may be required to perform a presentation, give demonstrations, and provide samples and/or technical literature, all costs shall be paid by the Offeror.

RESPONSE INCLUSION

This RFP and the vendor's proposal will become part of the final contract. All commitments stated in the proposal will become binding upon the vendor. Submission of a proposal shall be construed to mean that the Offeror agrees to carry out all the conditions set forth in this document. Any proposed variation from the specifications, terms and conditions shall be clearly identified.

EXCEPTIONS TO THE RFP

Vendors taking exception to any part or section of this RFP shall indicate in detail such exceptions and submit them on a separate page(s) of the proposal. Failure to indicate any exceptions shall be interpreted as the vendor's intent to fully comply with all RFP requirements as specified.

QUESTIONS REGARDING THE RFP

Inquiries and correspondence regarding the RFP should use the title “Judicial Software.” All inquiries and correspondence must be in writing and directed ONLY to:

Misty Sims
Hardin County Purchasing Agent
300 West Monroe
Kountze, Texas 77625
Phone (409)246-5124
misty.sims@co.hardin.tx.us

All responses to questions will be provided to the vendor in writing.

No negotiations, decisions, or actions shall be executed by any vendor as a result of any oral discussions with any employee of Hardin County. Only those transactions that are in writing and signed shall be considered valid.

PROJECT MANAGER

The successful vendor shall appoint a representative to serve as project manager. This individual will be assigned by the vendor to facilitate and oversee the installation of the Judicial Software System described in the RFP and shall be identified in the proposal. Please include a resume of the vendor’s project manager.

ALTERNATES

The County shall have the right to accept alternates in any order or combination. Alternates may be purchased at the alternate proposal price by the County for a period of at least one-hundred-eighty (180) days from the date of the proposal opening.

PROPOSAL ACCURACY

Each vendor is solely responsible for the accuracy and completeness of their proposal. Errors or omissions may be grounds for rejection or they may be interpreted in favor of the County.

PERFORMANCE BONDS

Within thirty (30) days of contract award and prior to commencement of the actual work, the proposal offeror shall furnish a performance bond in an amount at least equal to the Contract Price, as security for the faithful performance of all the vendor’s obligations under the contract.

INSURANCE AND WORKERS’ COMPENSATION

The vendor shall not commence any work in connection with the contract until the vendor has obtained all the following types of insurance and has met the requirements of workers compensation, nor shall the vendor allow any subcontractor to commence work on a subcontract

until all similar insurance and workers' compensation required of the subcontractor has been obtained.

Prior to the actual award of the contract, the vendor must supply certificates of insurance to the County Purchasing Agent evidencing coverage is in effect prior to the commencement of performance of service hereunder, and shall maintain such insurance from the time the vendor commences performance of the services hereunder until the completion of such services. The vendor must also be current and have met all workers' compensation requirements prior to the award of the contract and throughout the implementation of the contract requirements. The County shall be exempt from, and in no way liable for, any sum of money; which represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the vendor or vendor's subcontractor providing such insurance.

The vendor agrees to indemnify, defend and hold harmless Hardin County and their authorized agents, officers, volunteers and employees against any and all claims whatsoever arising from this agreement and any costs or expenses incurred by the County, or vendor on any claim thereof. In order to accomplish the indemnification herein provided for, but without limiting the vendor's liability, the vendor shall secure and maintain throughout the term of the contract the following types of insurance with minimum limits as shown:

Commercial General Liability

The policy shall include contractual, completed operation coverage with a minimum of one million dollars (\$1,000,000.00) per occurrence and shall list Hardin County as an additionally insured.

TAXES, PERMITS AND FEES

Hardin County is exempt from federal excise tax and state sales tax. The vendor shall secure and pay for all permits, governmental fees and license necessary for the proper execution and completion of this proposal.

EQUAL EMPLOYEMENT OPPORTUNITIES

All vendors in connection with the performance of this project shall certify that they do not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, age, handicap, or national origin.

PRICE

All proposals shall be complete including all charges for labor, travel, living expenses, warranties, documentation, insurance, deliveries, installation, testing, service materials, tools, furnishing, training and other charges involved in supplying a complete system. The cost summary to include and separately state all costs for hardware, system software, application software, training (including travel expenses), installation and conversion.

All proposal prices must be valid for at least one hundred eighty (180) days from the date of proposal opening.

All proposals must include the first year of maintenance and support and detail the maintenance and support costs for the system for the next 4 years.

WARRANTIES

All equipment must be warranted for three (3) years from the date of acceptance against defects in design, materials, and workmanship. This warranty includes boards, subassemblies, and complete assemblies. Warranty includes correction of any software defects, all workmanship of installations, interconnections, equipment tests and work of subcontractors. Complete product warranties shall be submitted with the proposal. All manufacturer warranties must be passed to the County. All equipment must be warranted as new and unused.

INSTALLATION AND DELIVERY

Prior to execution of the contract, the selected vendor shall provide to the County a mutually agreed upon timetable for delivery, installation, and system completion.

VISITATIONS OF EXISTING VENDOR INSTALLATIONS

The selected vendor may be asked to arrange site visitations, for some or all members of the evaluating the proposals, to county courts where recent installations have occurred. Such visitations would be arranged with the Project Manager(s).

KEY FACTORS FOR EVALUATION

The following factors will have a bearing on the final decision and award and will be evaluated by the Evaluation Team. They are listed in no particular order:

1. Compliance with the requirements of this RFP;
2. Experience and demonstrated reliability of the vendor;
3. System design features; which enhance performance;
4. Equipment features which enhance performance;
5. Software functionality and ease of use;
6. Openness of the system architecture;
7. Ease and cost of system expansion;
8. Availability and sufficiency of training and documentation;
9. Delivery and installation time;
10. Costs, both initial and over the projected life of the system;
11. Availability of support in the future.

The County reserves the right to award the contract to a vendor exceeding the lowest price if, in the opinion of the County, the selected vendor has ranked higher in the key factor areas detailed above.

VENDOR'S INFORMATION

Vendors must be able to substantiate they possess the necessary level of expertise in the field of public safety, law enforcement mobile data communication systems and court management required to satisfactorily complete this project and furnish the required equipment and servers. The County reserves the right to evaluate and determine such levels as well as examine previous installations, prospect of future development and support, and the use of modern state of the art technology.

VENDOR'S ORGANIZATIONAL DESCRIPTION

Vendors shall specify all business arrangements and the organizational structure under which they would be operating for the potential contract. If the vendor is a partnership, the name and address of all general and limited partners shall be included. If the vendor is a corporation, the vendor shall describe where the corporation is incorporated, the corporate officers and the business address and telephone number. If the vendor is a joint venture, the vendor shall state the name of each person or firm that is a party to the joint venture agreement. If the vendor is a trust, the name and addresses of all the trustees shall be included as well as the location where trust documents are on file.

It is agreed that any material change in the vendor's business arrangements and/or organizational structure may be deemed by the County as an assignment of duties by the vendor. The County reserves the right to require any assignment or delegation of duties be performed fully and completely in accordance with the terms and conditions of the contract, and further that notice of any such assignment or delegation of duties be provided to the County a minimum of 30 days prior to the effective date. Hardin County reserves the right to reject any such assignment or delegation if, in the County's opinion, the assignment or delegation would be detrimental to the County's best interests.

SUBCONTRACTORS

All subcontractors to be used by the vendor shall be listed and must be approved by the County.

The vendor assumes complete responsibility for implementing all aspects of these specifications. The County will not be required to enter into any other agreement with any other company or subcontractor upon awarding a contract to a vendor responding to this RFP. It is agreed that the successful vendor shall not assign, transfer, convey or otherwise dispose of the contract or its rights, title or interest in to any part thereof, without previous written consent of the County.

REFERENCES

The vendor shall include a list of ALL County customers in Texas using vendor's system similar to that which is being proposed. If vendor has no customers in Texas, vendor should state that fact and provide a list of out-of-state customers using vendor's system similar to that which is being proposed. The vendor shall provide a list of installed judicial software systems and list the contact names, addresses, telephone numbers, and email addresses for which the vendor has been the prime contractor. The references provided must utilize similar technology

that is being proposed to the County. Other pertinent references may be given at the vendor's discretion.

INDEMNIFICATION AND HOLD HARMLESS

The vendor, at its own expense, will protect, defend, indemnify and hold harmless Hardin County and their elected and appointed officers, employees and/or agents from and against any acts, omissions, or negligence by the vendor that may arise out of this agreement.

PRODUCT INFORMATION

Complete product information and descriptive literature shall be submitted with the proposal. Information submitted shall be sufficiently detailed to substantiate that the products offered meet or exceed the specifications. Vendor is hereby put on notice that all information submitted according to this requirement will be incorporated by reference in the contract document arising out of vendor's response, and may be subject to express contract warranties.

ECONOMY AND PRESENTATION

Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the vendor's ability to satisfy the requirements of the RFP. Emphasis in each proposal shall be on completeness and clarity of content.

Proposals shall include the following information and in order as described below:

- Vendor Profile
- Application Specifications
- Support Information
- Customer References

HARDWARE REQUIREMENTS

The County, in this RFP, will not restrict hardware configurations or operating platforms as long as the total solution proposed addresses the requirements for the County offices included in this RFP.

All equipment proposed must be newly manufactured and recent state of the art products offered by the manufacturer. Refurbished, reconditioned, seconds or used equipment is not acceptable. Provide manufacturer name, model numbers and individual cost for all proposed equipment.

The County reserves the right to separately purchase hardware.

SYSTEM REQUIREMENTS

This RFP solicits a total solution for the offices being automated and, therefore, requires detailed descriptions of the system being proposed.

The proposed system should have the capability to support remote diagnostics from a vendor's main support office.

The vendor is to provide an itemized list of all hardware necessary to facilitate successful implementation of software. Additionally, the hardware pricing must be itemized.

At any time, Hardin County has the right to request a data export in CSV file format at Vendor's cost.

The system should include power requirements for the County to decide if expansion of an existing or purchase of a new backup system will be required. The power and battery requirements shall be sufficient to allow the user to exit the software application in the event of a power disruption, and provide adequate time for the server to shut down cleanly.

The system should be capable of being backed up at least daily with an on-site image based backup solution. Should the proposed system be a cloud only solution, the system shall be capable of being backed up at least daily to a cloud location geographically separate from where the production system is hosted.

The County currently has a battery backup system which may or may not support the new proposed Judicial Software System. The proposed system should include an additional battery backup system sufficient to allow user to exit and exit software applications in the case of power disruptions as a separately stated alternative.

The system must be compatible with clients running Windows 7 or later.

The software should use Microsoft Windows supported peripheral devices without the need for the vendor-maintained drivers.

The system must be capable of importing and associating the following document types at a minimum: PDFs, tiffs, jpegs, bmps, and Microsoft Office Documents.

The software must have integrated document imaging for all offices and images should be accessed within the cases itself eliminating the need for a separate index.

The software should integrate with Microsoft Word, Excel, and Word Perfect.

The system must support Soundex search capability. (i.e.: search should correctly associate O'bannon with Obannon.)

The system must support wildcard search capability.

The system must comply with Texas Government Code 77.031 and Technology standards approved by the Judicial Committee for Information Technology (JCIT)

The system must comply with all Texas e-filing requirements set forth by the Supreme Court and the vendor must propose a plan for updating with all future legislative and legal changes.

The system must provide disaster recovery planning and options.

The system must support digital signatures.

The system must allow departmental managers to run activity reports on activities of department employees within the software system.

The system must maintain a single identity record for each party. A party may then be assigned multiple roles within the system (e.g., a party may be criminal defendant, a civil plaintiff, a victim, a witness, a Judge, or an attorney, among other roles.)

The system must maintain current and historical addresses, with beginning and ending dates and address sources for each party.

The system 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 system must not require the user to change screens to accomplish the party record modification.

The system must capture, assign, or allow entry of multiple identifiers (e.g., originating court for appealed cases; prosecutor, law enforcement, other agencies) and establish relationship with case participants.

The system must notify the user, when the user is creating a new case or new party that a party with matching identifiers already exist within the system.

The system must permit the user to create a new party, if required.

The system must track and link charges, party relationships, and court docket entries for related cases.

Integrated bonds tracked system-wide on the party record with images.

Integrated warrants tracked system-wide on the party record with images.

Integrated civil papers with service information tracked system-wide on the party record.

The system must provide for CJIS and OCA reporting for all departments.

The system must allow case information and cases to be back-dated to comply with orders and add older/closed cases to the system without negative effect on current reports and dockets.

Prosecutor and Court Processes

Information shall be fully integrated from the initial contact through disposition.

The system must contain a computer aided dispatch component to track incidents and calls for service, which will allow supplemental updates and attached reports during the investigation process.

The incident reporting aspect shall share the same party database as the law enforcement and case management aspects of the system.

The system shall have sufficient security measures in place to ensure that only authorized users have access to certain information in the incidents which have not yet been filed with the courts, i.e. complainant information.

The system must have the capability to produce electronic photo lineups.

The system must assign a SO# unique to each individual booked in to the jail.

The system must notify the user of outstanding warrants (if any) during person lookup.

The system must notify a user when a party has outstanding civil documents to be served, during the booking process.

The system must enforce person verification by interfacing with state identification records provided by DPS and AFIS, during the booking process.

The system must require a user to indicate whether or not the charge is or is not a "reportable offense."

The system must ensure that arrests that are the result of a "reportable offense" will be reported to CJIS and therefore be assigned a TRN.

The system must ensure that each additional reportable offense associated with the same arrest will be assigned the same TRN and subsequently assigned different sequential TRS numbers.

The system must allow the option for charges to be added and/or modified during booking, court case filing, prosecution, and trial.

The system must enforce a rule requiring person verification prior to assigning a charge(s).

The system must create a unique and sequential control number for the case when the PC Affidavit is accepted.

The system must have the option to make arrest information available to the general public, media, magistrates, and outside agencies electronically via the internet using standard browsers.

The system must enable a user to generate a report showing all arrests conducted or new charges filed for a specified period of time, along with related information such as offender's name, DOB, offense, charge(s), cause number, warrant number, onsite arrest.

The system must allow a user to view all related cases, TRN/TRS, and charge history for a person.

The system must allow a user to reject, accept, change, add, lower, and/or raise charges. The system must retain a history of all activities that change the charges.

The system must allow user to add comments to a charge.

The system's reject codes must map to DPS reject codes. Reject codes must include, but not be limited to: Civil (bond forfeitures), dismiss, reject, no jurisdiction, decline.

The system must allow a user (prosecutor) to input (paragraphs of) supporting documentation on the decision to reject, accept, or change the charges.

The system must allow a prosecutor to determine whether the arrest was the result of a warrant, an onsite arrest, or court case filing.

The system must allow a prosecutor to determine whether the arrest was the result of a warrant, an onsite arrest, or court case filing.

The system must allow a user to assign a control number to the case if the arrest was the result of an onsite arrest. The user must then be able to associate the existing case history booking, charge(s), TRN/TRS, PID, SID with that control number.

The system must allow the user (prosecutor) to associate the booking for information, TRN/TRS, PID, SID, charge(s), and warrant number to the control number that is already in existence within the system, if the arrest was the result of a warrant.

The system must enable a user to perform CJIS reporting at various stages of the process (i.e., booking, case disposal.)

The system must allow, but not require, the offense code to match the charge.

The system must maintain the history of the original offense and supplemental offense reports as documented by LEA.

The system must automatically prevent the identities of victims, witnesses, and minors from being accessible to the public.

The system 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 the actual identity.

The system must allow supporting documents to be scanned or imported into the system and added to the case file. (The system must support, but not be limited to the following file types: PDF, JPEG, TIFF.)

The system must ensure that every criminal case has an associated offense code.

The system must automate importing DPS provides updated offense codes.

The system must require an offense to be associated with each criminal case.

The system must require a charge to be associated with each offense code.

The system must automate importing DPS offense codes whenever DPS provides updated offense codes.

The system must require an offense to be associated with each criminal case.

The system must require a charge to be associated with each offense code.

The system must be capable of associating and tracking multiple charges for each offense.

The system must have the ability to associate and track multiple prose paragraphs for each offense.

The system must allow the user to produce a warrant.

The system must ensure that the warrant number contains a court identifier while still maintaining sequential and unique.

The system must require the user to identify the offender and list the charges when a warrant is created.

The system must allow the user to verify the status of the offender (e.g., is the offender currently in jail) when creating the warrant.

The system must allow ability to print mug shots on warrants.

The system must allow the user to deliver the warrant to a Judge.

The system must generate a unique identifier (warrant number) for the warrant upon authorization by a Judge.

The system will indicate that a warrant has been issued, indefinitely, until the warrant is served or recalled.

The system must make indictment information available online (to the public) only after the warrant has been served.

The system must allow, but not require a Judge to enter a bail level recommendation when issuing a warrant.

The system must notify the user of an existing bail level recommendation during magistration.

The system must allow for separate cause numbers to be assigned for each charge or offense in criminal and traffic cases.

The system must allow the user to file a new case using existing data from the prosecutor's case record.

The system must have automatic end of year docket number configurations or allow access for the administrator to update docket number assignment configurations.

The system must be able to run a docket list for plea negotiations, pre-trial and plea dockets.

Contact with the Court

The system must maintain court contact deadlines associated with citations.

The system must provide automatic notifications to a designated user(s) when a person has not made contact with the court before the expiration of the court contact deadlines. The system must allow the user to generate a warning letter for each person who has not made contact with the court before the expiration of the initial court contact deadline. The warning letter will inform the person that he/she has a specified period of time to appear in court (grace period) along with additional fines or else a warrant will be issued.

The system must allow a user to add additional fees to a person's case after the warning letter has been issued:

The system must provide automatic notifications to the user when a person has not appeared in court before the expiration of the grace period deadline.

The system must allow the user to issue a warrant for a person's arrest when the person has not made contact with the court before the expiration of the grace period deadline.

The system must allow a user to add additional fees to a person's case after the warrant is issued.

The system must create a Notice of Setting if the user enters a plea of not guilty.

The system must allow a user to either change the plea, dismiss the case, enter a plea agreement, or proceed with a hearing.

The system must track a final verdict issued by a judge or jury.

The system must allow criminal cases to be related to other criminal or civil cases.

The system must maintain fees associated with the case if the person is found guilty.

The system must allow a user to set up a payment plan for a person's court fees and fines associated with the case (when the person is either found guilty or makes a plea of guilty or Nolo Contendere.)

The system must maintain deadlines for paying fees and fines (when the person is either found guilty or makes a plea of guilty or Nolo Contendere.)

The system must provide automatic notifications to a designated user(s) when a person has not submitted the required payment before the expiration of payment deadlines.

The system must allow the user to generate a warning letter (aka last chance notice) for each person who has not submitted the required payment before the expiration of payment deadlines. The warning letter will inform the person that he/she has a specified period of time to submit the required payment (grace period) along with additional fines or else a warrant will be issued.

The system must allow a user to generate a past due notice for a party when the payment deadline has expired.

The system must allow a user to add additional fees to a person's case after the warrant is issued. (e.g. warrant fee, omni fee, collections fees)

The system must provide automatic notifications to the user when a person has not submitted the required payments before the expiration of the grace period.

The system must allow a user to issue a warrant for a person's arrest when the person has not submitted the required payment before the expiration of the grace period.

The system must allow a user to generate a receipt when a payment is made.

The system must automatically update the warrant entry when a payment receipt is generated. (This will reduce the likelihood of a party being arrested on a warrant that has already been paid.)

The system must notify a user, when a partial payment is made towards an outstanding warrant, reminding the user to recall the warrant and generate the necessary documents to have a new warrant authorized by a judge.

The system must record the payment method, payment amount and payment date.

The system must allow a user to generate a County designed and approved number receipt when a payment is made and generate a receipt. The receipt must indicate the payment date, payment amount, payment method, person making the payment, and user who accepted the payment, with the ability to void receipts noting the clerk processing it.

The system must allow the party to make payment by credit or debit card.

The system must allow the party to make payments via the internet.

Additional Court

The system must allow the user to assign additional requirements to a person as a result of a finding of guilty or a plea of guilty; depending on the charge. Additional requirements may include, but are not limited to a defensive driving, alcohol awareness, MIP class, and community service.

The system must allow the user to scan any proof of completion for the court requirement(s) into the system and associate the scanned images with the case.

The system must maintain deadlines for the completion of any court requirements.

The system must provide automatic notifications to the user when a person has not completed a court requirement before the expiration of the deadline.

The system must allow the user to issue a warrant for a person's arrest when a person has not completed a court requirement before the expiration of the deadline.

The system must allow the user to issue a warrant for a person's arrest when a person has not completed a court requirement before the expiration of the deadline.

The system must allow a user to add additional fees to a person's case after the warrant is issued.

The system must allow a user to document an offender's failure to fulfill court ordered requirements.

Printing & Emailing

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

The system must automate printing a docket sheet for the case, when choosing to print and deliver the case manually.

The system must produce an email notification that also contains the cause number to be sent to pre-defined members of the Court, when choosing to send the case to the court electronically.

The system 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

The system must allow a user to scan documents directly into the system and associate those documents with a case.

The system must allow a user to import electronic documents such as PDF's, tiffs, jpegs, bmps, and Microsoft Office documents directly into the system and associate those documents with a case.

Administering Court Personnel

The system must allow for judges and court personnel to be replaced without affecting historical records.

The system must permit a user to add or modify courts and court information.

The system must maintain rules governing events associated with case age.

The system must calculate the age of a case and automatically generate notifications and reports, based on that age.

Hearings & Motions

The system must provide a dictionary of hearing types and their definitions.

The system must provide a dictionary of motions (with definitions and rules.)

The system must be capable of associating multiple hearings to a case.

The system must include, but not be limited to, the following hearing types:

- Preliminary
- Trial
- Telephonic
- Submission
- Administrative
- Appeal
- Contempt

The system must allow a user to update and/or modify hearing types.

The system must allow a user to view the entire history of a case (including all hearings associated with the case.)

Training & Application

All proposals must include sufficient training to ensure successful installation. The proposals must specify the number of hours of training for each application and the cost for such training. All training shall be performed on-site.

Vendor may also specify the cost and location of additional training classes that may be available.

The annual maintenance and support of the proposed software solution should include annual releases of the software packages. These annual releases shall include any new legislative changes to ensure all applications are in legislative compliance with all governmental reporting entities.

Application Software Specification

The following specifications represent the needs of Hardin County. Hardin County is interested in software applications with the following features and functions.

Clerk Case Management software application:

1. Docket maintenance for:
 - a. Criminal
 - b. Civil
 - c. Probate
 - d. Mental probate
 - e. Juvenile
 - f. Family law

2. Ability to access records by:
 - a. Any name associated with a case
 - b. Cause number
 - c. Alia names

3. Collection features:

Integrated collection department with ability to maintain and track collection schedules:

 - a. Electronic payment posting
 - b. Complete charge and payment history
 - c. Automatic distribution for full and partial payments
 - d. Prorate partial payments of court costs
 - e. Computer generated receipts
 - f. Miscellaneous fee collection

- g. Ability to post credit for jail time and community service served
 - h. Daily financial balancing
 - i. Registry court accounting
 - j. GASB 34 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
 - 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 form 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 bondsmen
 - 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 and District Clerk Management, please provide detailed explanations for requirements not met.

Attorney Case Management software application with E-Discovery:

1. Ability to access records by the following identifiers:
 - 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 files with phone numbers and addresses
 - d. Tie attorney and bondsman to individual case
 - 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 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
5. County Attorney
- a. Software for worthless check management for the County Attorney's office

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

County-Wide imaging:

Provides ability to save on labor, paper, and space costs while improving:

- 1. Productivity and customer service
- 2. Directly interface with software applications
- 3. Easy to implement and maintain

If vendor cannot meet all software application requirements listed above for County-wide Imaging application, please provide detailed explanations for requirements not met.

Company Profile

Please provide a written response to the following questions:

1. List and describe examples and references of successful system integration solutions that you have accomplished as part of the deployment and implementation of your CMS and/or LES(s). Have you successfully integrated your CMS and/or LES(s) (with third-party services for e-filing of court cases, fingerprint identification (AFIS), electronic commerce with a customer's banking institution, criminal history queries to the Texas Crime Information Center (TCIC) and the National Crime Information Center (NCIC), activity reporting with a state Office of Court Administration, a customer's Electronic Document Management (EDMS) system, etc.?
2. Describe your disaster recovery plan or provide a copy of such as it relates to system data.
3. Provide information on any other products your company markets in relation to judicial software systems.
4. Provide the list of the case types that the current version of your judicial software system can process and manage. Please specify system version number or ID.
5. What is the approximate number of full-time support personnel employed?
6. What is the approximate number of full-time programmers employed?
7. Average length of employment for your programmers/support personnel?
8. Are programmers and support personnel working in the same location?

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
 (month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)

ADD ADDITIONAL PAGES AS NECESSARY