



**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



**AMENDMENT NO. 1**

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT**

**ISSUE DATE: September 9, 2016**

**SUBJECT: Solicitation Number: DCSC-16-RP-0074 – Juvenile Probation Case Management System**

**SUBMISSION**

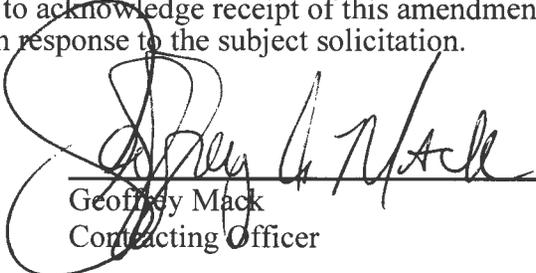
**DATE: September 16, 2016, no later than 2:00 p.m., Eastern Standard Time.**

Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment. In addition, the following is amended:

1. **DELETE** pages 61 & 62 and **REPLACE** with “Revised Pages 61 and 62”, which are attached to hereto and made a part of this amendment.
2. **DELETE** all references to “Solicitation No. DCSC-11-RP-0027” on the top of pages 38-45 and “Solicitation No. xx” on the top of pages 46-62 “Solicitation No. xx” and **REPLACE** with “Solicitation No. DCSC-16-RP-0074”.
3. **ADD:** Clause L.18.3 Offerors can also submit their technical and price proposals by e-mail to Reginald Ramdat, Senior Contract Specialist at: [reginald.ramdat@dcsc.gov](mailto:reginald.ramdat@dcsc.gov)

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

  
 \_\_\_\_\_  
 Geoffrey Mack  
 Contracting Officer

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Juvenile Probation Case Management System

**This amendment is acknowledged and is considered a part of the subject solicitation.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Name of Firm**

## ATTACHMENT A

### RESPONSES (IN RED) TO QUESTIONS RECEIVED

1. We are requesting an extension to submit proposals for the above referenced Request for Proposal. With an open market publication of the RFP on September 2, 2016, and close date of September 16, 2016, the vendor community has less than 2 weeks to respond to this critical procurement. Additionally, adding the printing and shipping time required, and the Labor Day holiday, vendors have only about 5 business days to formulate a response.

Answer: The Court is unable to entertain an extension for vendor submittals relative to this solicitation. However, the Court has allowed for electronic proposal submissions to account for the printing and shipping concerns expressed.

2. Whether companies from Outside USA can apply for this? (like, from India or Canada).

Answer: Yes, companies outside of the United States are not prohibited from this solicitation. The solicitation is open to all vendors capable for satisfying the solicitation requirements. **Each Offeror must include in its proposal, a Copy of any current license, permit, registration or certification to transact business in the District of Columbia.**

3. Whether we need to come over there for meetings?

Answer: Yes, it is anticipated the vendor will provide services, including meeting attendance, on site at the Court as well as remotely, when applicable.

4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada).

Answer: No.

5. Can we submit the proposals via email?

Answer: Yes, the Courts' procurement office will amend the solicitation to accept either hard copy or electronic copy of the proposals.

6. Can you provide Table C.4.1 JPCMS Functional and Systems Requirements in word or excel format?

Answer: Yes. The Court has provided a MS Word 2007 version of Table C.4.1 . Note: The Courts has provided guidance in Section C.3 as how prospective vendors should fill out each and every requirement stated in Table C.4.1. Please note that the Courts cannot provide a detailed requirement for each as verifying these requirements with stakeholders is part of the project implementation.

7. Is there a page limit to the technical proposal?

**Answer: No, the Court has not set a page limit on proposal submissions.**

8. Regarding the scanning application: scanners from different manufacturers work differently, and may require different programming. Would all scanning be done on a centralized scanner, or is there a standard manufacturer / model used throughout the court? Would the court be open to switching their scanners to the optimal model that we recommend?

**Answer: Scanning could be done on a centralized scanner as well as individual scanners attached to CSSD personnel PCs or laptops. Yes the Court would be open to vendor equipment recommendations.**

9. On page 6 of the RFP, it says that the Courts currently utilizes a client-server COTS case management system application licensed from CourtView Justice Solutions, Inc. I've been trying to locate details about this contract but was unable to. Can you provide a few details such as contract term and contract amount?

**Answer: Please see B.4.1 – B.4.5 on page 3. The Court does not disclose its internal budgetary information.**

10. What are the primary reasons that are driving the purchasing of a new juvenile case management system?

**Answer: Please see page 5 and 6 – the background section of the solicitation.**

11. Will the District of Columbia Courts (Courts) grant a 30-day extension of the deadline?

**Answer: No, the award for the JPCMS solicitation must be completed by the end of Fiscal Year 2016.**

12. What is the desired timeframe for implementation?

**Answer: This is part of the technical proposal that the Contractor shall provide.**

13. When does the Courts expect to make an award decision?

**Answer: No later September 30, 2016.**

14. When would the Courts desire to be live on a new JPCMS?

**Answer: This is part of the technical proposal that the Contractor shall provide.**

15. How many total users will be using the software?

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Juvenile Probation Case Management System

Answer: Approximately 170.

16. Have you evaluated or viewed via demonstration any other vendor's products? If yes, please provide the product name(s) and companies.

Answer: Yes. market research was performed prior to the preparation of the solicitation. The Court does not intend to release the parameters of its market research methods or results.

17. Will a multi-party escrow agreement be sufficient to address your Source Code requirement? If not, please describe what will.

Answer: Yes.

18. Do you have an approved budget for the initial purchase and the annual costs?

Answer: Yes.

19. As a vendor we have to make a significant investment in the preparation of the proposal to address the functional and implementation requirements in your RFP. We understand that you may not want to disclose your actual budget, but we request that you consider disclosing a budget range for the initial purchase and the annual costs.

See Answer to Question #9.

20. Is your juvenile department responsible for juvenile traffic cases?

Answer: The Family Court is responsible for juvenile traffic cases along with the case types indicated in the solicitation. CSSD's scope of operations includes monitoring/supervision of youth associated with juvenile traffic cases linked to juvenile delinquency matters.

21. Will the JPCMS need to manage juvenile detention?

Answer: CSSD are responsible for ongoing monitoring of youth housed at detention facilities.

22. RFP Functional and Systems Requirements Section 3.3. The system shall provide decision support based on the information from the DC Public Schools system (DCPS) Protocol. The DCPS Protocol is a formal methodology practiced by the DCPS, relative to school & student's interaction with CSSD. Decision support refers to the ability to refer to a specific section within the Protocol to cite legal reasoning for the recommendations of the Probation Officer (PO). An electronic copy of the DCPS Protocol will be housed within the new system, and the user can cite or highlight relevant statutes in their assessment/decision making process.

Will the Courts please provide more explanation about this requirement?

See Answer to Question #6.

23. RFP Functional and Systems Requirements Section 3.6. The system shall record when a parent/guardian or custodian initiates a walk-in referral, whether or not they possess the required documentation necessary to go forward with processing, and the outcome of the walk-in visit.

Will the Courts please provide more explanation about this requirement?

See Answer to Question #6

24. RFP Functional and Systems Requirements Section 3.22. The system shall supply notifications of changes to the POs and Supervisory Probation Officers (SPOs). Will the Courts please provide more explanation about this requirement?

See Answer to Question #6.

25. RFP Functional and Systems Requirements Section 3.22.4. The system shall allow CSSD Staff to have access to the Police Service Area (PSA) information on their cases. Will the Courts please provide more explanation about this requirement?

See Answer to Question #6.

26. RFP Functional and Systems Requirements Section 6.3. The system shall allow the Intake Staff (Child Guidance) to document Connor Assessment form. Will the Courts please provide this Assessment form?

See Answer to Question #6.

27. RFP Functional and Systems Requirements Section 6.6. The system shall allow the Intake Staff to create the No Papered Release Form. Will the Courts please provide this form?

See Answer to Question #6.

28. RFP Functional and Systems Requirements Section 6.7. The system shall allow the Intake Staff to create the Detention/Release Form. Will the Courts please provide this form?

See Answer to Question #6.

29. RFP Functional and Systems Requirements Section 6.8. The system shall allow the Intake staff to create the Notice to Appear in JM-15 Form. Will the Courts please provide this form?

See Answer to Question #6.

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30. RFP Functional and Systems Requirements Section 6.9. The system shall allow the Intake staff to create the At Risk Notification Form. Will the Courts please provide this form?

See Answer to Question #6.

31. Staffing Management – Can you provide more detail as to your requirements?

Answer: The Courts is unable to respond as it is not clear what “staffing management” means in the context of the question.

32. What systems are currently interfaced to the current Courts2 case management systems? Please list. Please describe the specifics of each data exchange.

Answer: See below:

- Current JPMS – Youth Automation System (YAS) – JAVA Messaging Service queues/listeners used to retrieve data from CourtView2 system in near real time. Data stored in memory not in YAS database.
- Abuse & Neglect Case Initiation/Youth Status Reports (Inbound) – XML exchange with D.C. Child & Family Services Administration (CFSA). Transaction method: sFTP
- Abuse & Neglect Judicial Orders (Outbound) – XML exchange with CFSA based on docket code triggers in CourtView2 CMS. Transaction method: sFTP
- Adult Criminal Case Initiation/Subsequent filings – NIEM ECF 4.0 XML exchange with the Criminal Justice Coordinating Council’s JUSTIS platform. Transaction method: SOAP web services.
- Adult Criminal Case Updates - NIEM ECF 4.0 XML exchange with JUSTIS platform based on docket code triggers in CourtView2 CMS. Transaction method: SOAP web services
- Electronic filing for Civil, Probate, Family, Tax and Criminal cases – ECF 3.1 XML exchange with File&ServeXpress CFX efilng platform. SOAP/Restful web services.
- MIP Financial Management System – XML exchange with Court’s MIP financial management system. SOAP web services.

33. In Functional and Systems Requirements Section 15, please define which of the listed are required for go live, and which are desired in the future. For instance, in addition to defining the exchanges as incoming, outgoing or bi-directional exchanges, please define the specifics of each exchange in terms of system products and versions, what information needs to be exchanged, and why, and the approximate number of data elements that will be required in each:

- a. In Section 15. 1, the system shall allow for real- time bi-directional interfacing to the Courts legal case management system. Please provide further detail on Section 15.1.1 – 15.1.3 requirements.

See Answer to Question #6.

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- b. in the Section 15.2 the system shall allow for an interface to the PreTrial Services Administration system – PRISM (or JUSTIS) – to consume drug test results.

See Answer to Question #6.

- c. In the Section 15.3 interface with the Court’s enterprise data warehouse, what information would need to be exchanged?

See Answer to Question #6.

- d. in the Section 15.4 interface with the GPS monitoring vendor, what is the name of the vendor and system, and what information needs to be exchanged?

See Answer to Question #6.

- e. in the Section 15.5, what are the specifics for the interface to the Criminal Justice Coordinating Council’s JUSTIS system for juvenile and adult criminal data?

See Answer to Question #6.

- f. Section 15.6 is not included within the table. Is that an intentional omission?

See Answer to Question #6.

- g. in Section 15.7, in addition to the specifics of the integration with Hyland Technologies OnBase Document Management System platform Version 12, is there anyone with the Courts that the Contractor would use as the development resource, or would the Contractor work directly with Hyland?

See Answer to Question #6.

- 34. Section: 4.13.1 A report that displays the 6 digit GPS serial #. Please confirm the type of serial number required?

See Answer to Question 6.

- 35. Which of those systems will be required and need to be part of our cost proposal to integrate with the new case management system?

Answer: all of the above. Proposals should speak to vendor’s as well as product’s capabilities regarding electronic interfaces using recognized best practices described in the Court’s solicitation.

- 36. Will all interfaces be web services based or are there some that will require another method? If so, please identify the method for each interface.

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**Answer: all are expected to be web services.**

- a. Will the Courts require the Contractor to provide data conversion of JSF summary data from the Courts2 application?

**Answer: No data conversion is required.** For instance, in Functional and Systems Requirements Section 3.19, the Courts require the system to provide historical data each time a youth has visited the CGC, inclusive of historical data prior to when a new JPCMS was implemented? If data conversion is required, how many clients and cases will need to be converted?

37. Will Juvenile-related documents and images need to be converted from any other system besides the OnBase system?

**Answer: No image conversion is required.**

38. Is the Courts looking for Train the Trainer training for your end users or are you expecting the vendor to train all of your users? (Functional and Systems Requirements Section 17.1)

**Answer: the Court anticipates the vendor to provide training to CSSD and IT personnel as specified in the solicitation.**

39. Will the Courts require the Contractor to develop specific reports?

**Answer: the Court anticipates the vendor's proposed product to include standard reports associated with juvenile probation monitoring and management but the majority of reporting requirements will be fulfilled by the Court's data warehouse/reporting application.**

If so, how many and what are they? Or do the Courts have the technical expertise to develop their own reports if the Contractor supplies the training and relevant data dictionary/ERD information to work with?

**Answer: Yes, the Court has technical expertise to develop reports and anticipates the vendor supplying the relevant training to understand the data dictionary/ERD information.**

40. RFP Functional and Systems Requirements Section 1.6. The system shall generate notices to internal Court personnel as well as external stakeholders. Will the Courts please provide examples of this requirement?

**Answer to 1: The Courts has provided guidance in Section C.3 as how the Contract should fill out each and every requirement stated in Table C.4.1. Please note that the Courts cannot provide a detailed requirement for each as verifying these requirements with stakeholders is part of the project implementation.**

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41. RFP Functional and Systems Requirements Section 1.8. 1.8 The system shall provide the capability to route data and documents to system users based on pre-defined rule definitions.

Will the Courts please provide examples to clarify this requirement?

See Answer to question 41.

42. RFP Functional and Systems Requirements Section 3.3. The system shall provide decision support based on the information from the DC Public Schools system (DCPS) Protocol. The DCPS Protocol is a formal methodology practiced by the DCPS, relative to school & student's interaction with CSSD. Decision support refers to the ability to refer to a specific section within the Protocol to cite legal reasoning for the recommendations of the Probation Officer (PO). An electronic copy of the DCPS Protocol will be housed within the new system, and the user can cite or highlight relevant statutes in their assessment/decision making process.

Will the Courts please provide a copy and an example of citing a relevant statute in support of a recommendation in your assessment/decision making process?

See Answer to question 41.

43. RFP Functional and Systems Requirements Section 3.8. The system shall record when a youth has been offered diversion based on user (CSSD PO or Deputy Clerk) initiated data entry.

Will the Courts please provide more explanation about this requirement.

See Answer to question 41.

44. RFP Functional and Systems Requirements Section 3.9. The system shall provide the ability to automate the process of faxing/emailing the CSSD diversion referral package. Will the Courts please discuss the process and details associated with this requirement?

See Answer to question 41.

45. RFP Functional and Systems Requirements Section 3.15. The system shall collect and store the information currently on the paper version of re-instatement of petition against youth when Consent Decree condition not met—PO to be notified 60 days prior to the expiration of the probationary term. The expiration date is based on pre-determined time parameter, 60 days from the time of CSSD user initiated data entry. Will the Courts please provide a copy of the paper version?

See Answer to question 41.

46. RFP Functional and Systems Requirements Section 3.22. The system shall supply notifications of changes to the POs and Supervisory Probation Officers (SPOs). Will the Courts please provide more explanation (examples) about this requirement?

See Answer to question 41.

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47. RFP Functional and Systems Requirements Section 3.22.4. The system shall allow CSSD Staff to have access to the Police Service Area (PSA) information on their cases. Will the Courts please provide more description and a copy, relating to this requirement? What is being recorded in the system?

See Answer to question 41.

48. RFP Functional and Systems Requirements Section 3.22.5. The system shall have the capability to show all of the court hearings that are scheduled for the user for the month built off monthly calendar list created by the PO. Will the Courts please provide more explanation about this requirement.

See Answer to question 41.

49. RFP Functional and Systems Requirements Section 3.22.7. The system shall provide the ability to “freeze” a case to prevent backdating of information. Will the Courts please provide more explanation about this requirement. What information is frozen, what is the "freeze" trigger or the circumstance(s)?

See Answer to question 41.

50. RFP Functional and Systems Requirements Section 3.22.7.4 The system shall automatically release the high profile restriction upon completion of the case audit by the CSSD Director. Will the Courts please provide more explanation about this requirement. Please describe the case audit, frequency. Is it on all or only high profile cases?

See Answer to question 41.

51. RFP Functional and Systems Requirements Section 4.5 The system shall allow the user to select information such as legal case docket text for inclusion into the report. Will the Courts please provide more explanation about this requirement? Is text coming over in an interface?

See Answer to question 41.

52. RFP Functional and Systems Requirements Section 4.10. The system shall provide a report to indicate the number of juveniles transported by DPU staff, per entries on DPU transportation log (Excel spreadsheet), to include tracking the volume of transports by Police Service Area (PSA) and areas surrounding the District of Columbia. Will the Courts please provide more explanation about this requirement, and an example?

See Answer to question 41.

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53. RFP Functional and Systems Requirements Section 4.13 The system shall allow for the creation of GPS specific reports:  
Will the Courts please provide more explanation about this requirement? Please provide examples of the reports mentioned in 4.13.1 and 4.13.2.

54. See Answer to question 41.

55. RFP Functional and Systems Requirements Section 5.1. The system shall store a record of three docketed loss of contact entries and when they occur in a 21-day period, it shall notify the PO & SPO. Will the Courts please provide more explanation about this requirement? Please define a "docketed" loss of contact entry.

See Answer to question 41.

56. RFP Functional and Systems Requirements Section 5.9. The system shall support notification to the PO & SPO once pre- petition custody order (received from OAG) is scanned into the legal case management system. Will the Courts please provide more explanation about this requirement? Please describe process.

See Answer to question 41.

57. RFP Functional and Systems Requirements Section 5.10. The system shall support notification to the once a Custody Order is issued in the Court's legal case management system. Will the Courts please provide more explanation about this requirement? Notification to who?

See Answer to question 41.

58. RFP Functional and Systems Requirements Section 5.11. The system shall support notification to the SPO upon updates to the Supervision Type field alert to notify SPO designees at the different CSSD locations. Will the Courts please provide more explanation about this requirement? What are the different "Supervision Type(s)", what are the reasons that the Type value would be updated, who would perform the update, and who are the SPO designees that would need to be notified of an update?

See Answer to question 41.

59. RFP Functional and Systems Requirements Section 5.15. The system shall notify the SPO & PO two (2) business days after the assignment of referral processing has begun for a youth based on CSSD user initiated data entry. Will the Courts please describe the "assignment of referral processing" process including specifics of how user initiated data entry occurs and the types of data that is recorded/entered into which system?

See Answer to question 41.

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60. RFP Functional and Systems Requirements Section 5.16. The system shall notify the PO of record once the determination has been made that the youth is "Court Involved" based on review of matching XREF number via CourtView records search. Will the Courts please describe your process of determining a youth is "Court Involved" including how you currently match XREF number?

See Answer to question 41.

61. RFP Functional and Systems Requirements Section 6.4. The system shall generate overnight transmittals to be emailed to Court personnel – Central Intake Center (CIC), CSSD Director, Intake I (Day Intake) staff. Will the Courts please provide a copy of transmittals? Why not provide system access?

See Answer to question 41.

62. RFP Functional and Systems Requirements Section 6.6. The system shall allow the Intake Staff to create the No Papered Release Form. Will the Courts please provide a copy of this form?

See Answer to question 41.

63. RFP Functional and Systems Requirements Section 6.7. The system shall allow the Intake Staff to create the Detention/Release Form. Will the Courts please provide a copy of this form?

See Answer to question 41.

64. RFP Functional and Systems Requirements Section 6.8. The system shall allow the Intake staff to create the Notice to Appear in JM-15 Form. Will the Courts please provide a copy of this form?

See Answer to question 41.

65. RFP Functional and Systems Requirements Section 6.9. The system shall allow the Intake staff to create the At Risk Notification Form. Will the Courts please provide a copy of this form?

See Answer to question 41.

66. RFP Functional and Systems Requirements Section 13.3. The system shall provide the ability to enter and maintain holidays. Will the Courts please answer for what purpose are holidays tracked?

See Answer to question 41.

No. DCSC-16-RP-0074 Juvenile Probation Case Management System

Table C.4.1 JPCMS Functional and Systems Requirements

<b>Juvenile Probation Case Management System Functional and Systems Requirements</b>	<b>Yes</b>	<b>Future Release Version / Date</b>	<b>Customization / Modification Required</b>	<b>Further Info Provided by Contractor</b>
<b>1.0 Case Management Activities</b>				
1.1 The system shall provide both person-centric and case-centric views. A person-centric view, for example, shall show all related legal cases associated with juvenile social file matter.				
1.2 The system shall provide the capability to initiate and maintain juvenile social file (JSF) matters.				
1.2.1 The system shall provide robust search capabilities to identify potential identity matches prior to new identity creation.				
1.3 The system shall provide the capability to schedule and result events associated with JSF matters.				
1.4 The system shall provide the capability to enter and maintain party attributes such as physical characteristics, address, services provided, etc.				
1.5 The system shall provide the capability to generate alerts to internal Court personnel as well as external stakeholders.				
1.6 The system shall generate notices to internal Court personnel as well as external stakeholders.				
1.7 The system shall allow for dynamic				

<b>Juvenile Probation Case Management System Functional and Systems Requirements</b>	<b>Yes</b>	<b>Future Release Version / Date</b>	<b>Customization / Modification Required</b>	<b>Further Info Provided by Contractor</b>
document generation.				
1.8 The system shall provide the capability to route data and documents to system users based on pre-defined rule definitions.				
1.9 The system shall allow for one or more disposition status' to be applied to a juvenile social file matter.				
1.10 The system shall provide for the capability to capture and display any entry or update associated with the life cycle of the juvenile social file matter.				
1.10.1 The system shall display the life cycle events in form of a journal or docket.				
<b>2.0 System Integration</b>				
2.1 The system shall be compatible with Microsoft Word Version 2007 and later.				
2.2 The system shall be compatible with Microsoft Excel Version 2007 and later.				
2.3 The system shall allow for integration with Active Directory Forest Functional Level 2012.				
2.4 The system shall allow for integration with Microsoft Exchange Server Version 2010 and later.				
<b>3.0 Information Collection/Storage</b>				
3.1 The system shall display data for same juvenile from all DEL cases to include date of arrest.				
3.2 The system shall record the				

<b>Juvenile Probation Case Management System Functional and Systems Requirements</b>	<b>Yes</b>	<b>Future Release Version / Date</b>	<b>Customization / Modification Required</b>	<b>Further Info Provided by Contractor</b>
outcome for a juvenile after arrest made by law enforcement.				
3.3 The system shall provide decision support based on the information from the DC Public Schools system (DCPS) Protocol. The DCPS Protocol is a formal methodology practiced by the DCPS, relative to school & student's interaction with CSSD. Decision support refers to the ability to refer to a specific section within the Protocol to cite legal reasoning for the recommendations of the Probation Officer (PO). An electronic copy of the DCPS Protocol will be housed within the new system, and the user can cite or highlight relevant statutes in their assessment/decision making process.				
3.4 The system shall display CourtView data for the same youth from prior DEL cases to include disposition.				
3.5 The system shall display data for the same youth from prior DEL cases to include custody order history (date, reason for issuance and outcome).				
3.6 The system shall record when a parent/guardian or custodian initiates a walk-in referral, whether or not they possess the required documentation necessary to go forward with processing, and the outcome of the walk-in visit.				
3.7 The system shall record and store copy of the receipt provided to the walk-in, which will document the CSSD recommendation.				

<b>Juvenile Probation Case Management System Functional and Systems Requirements</b>	<b>Yes</b>	<b>Future Release Version / Date</b>	<b>Customization / Modification Required</b>	<b>Further Info Provided by Contractor</b>
3.8 The system shall record when a youth has been offered diversion based on user (CSSD PO or Deputy Clerk) initiated data entry.				
3.9 The system shall provide the ability to automate the process of faxing/emailing the CSSD diversion referral package.				
3.10 The system shall automate the delivery of intent to petition truancy cases to referral sources (example: OAG, school, parent, Child and Family Services Agency (CFSA), etc.) via email to a dedicated inbox or some other means of electronic data delivery; CSSD to explore legal requirements and necessity of original copies.				
3.11 The system shall provide functionality to determine CSSD unit assignment according to geographic location, program function, etc., based on CSSD user initiated data entry.				
3.12 The system shall store information that is needed for status reports. (to include details of home visit, conditions of release reviewed, school visit, curfew checks, adjustment since previous appearance, recommendations submitted for supervision plan, additional services, i.e. mentoring, family counseling, grief therapy, drug education, family group conference, etc.) as they occur, Template/data entry screen to be created in order to generate status reports.				
3.13 The system shall provide				

<b>Juvenile Probation Case Management System Functional and Systems Requirements</b>	<b>Yes</b>	<b>Future Release Version / Date</b>	<b>Customization / Modification Required</b>	<b>Further Info Provided by Contractor</b>
summary data from all scheduled events and event results as docketed in the Court's legal case management system.				
3.14 The system shall provide functionality to tally & document Community Service Obligation, hours performed, status of compliance.				
3.15 The system shall collect and store the information currently on the paper version of re-instatement of petition against youth when Consent Decree condition not met--PO to be notified 60 days prior to the expiration of the probationary term. The expiration date is based on pre-determined time parameter, 60 days from the time of CSSD user initiated data entry.				
3.16 The system shall record information on home study, school visit, curfew checks in JSF for domestic relations cases (the date/time it was scheduled and the date/time it was completed)				
3.17 The system shall record serial number information from Electronic Monitoring Equipment and allow search functionality to display a history of youth who had the device.				
3.18 The system shall record orders for assessment sent to Child Guidance Clinic (CGC) and provide an archive of past orders for the same youth.				
3.19 The system shall provide historical data to list each time a youth has visited the CGC.				

<b>Juvenile Probation Case Management System Functional and Systems Requirements</b>	<b>Yes</b>	<b>Future Release Version / Date</b>	<b>Customization / Modification Required</b>	<b>Further Info Provided by Contractor</b>
3.20 The system shall allow for the consumption of adult cases types and Family case types associated with youth.				
3.21 The system shall allow for a search by standard identifiers including Date of Birth.				
3.22 The system shall supply notifications of changes to the POs and Supervisory Probation Officers (SPOs).				
3.22.1 The system shall notify SPOs that they need to review reports when changes have been made.				
3.22.2 The system shall provide some form of notification (e.g., alert) to the PO 60 days prior to the end of probation/consent decrees.				
3.22.3 The system shall provide some form of notification (e.g., alert) to the PO & SPO 10 days after the end of probation/consent decrees.				
3.22.4 The system shall allow CSSD Staff to have access to the Police Service Area (PSA) information on their cases.				
3.22.5 The system shall have the capability to show all of the court hearings that are scheduled for the user for the month built off monthly calendar list created by the PO.				
3.22.6 The system shall have the capability to show all of the court hearings that the user attended for the month built off monthly calendar list created by the PO.				

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3.22.7 The system shall provide the ability to "freeze" a case to prevent backdating of information.				
3.22.7.1 The system shall allow the users to change the status of a case to "high profile" automatically restricting access (including viewing) to particular system users.				
3.22.7.2 The system shall allow certain users the ability to add any other CSSD Staff to the list of those allowed access by selecting from a list of employees.				
3.22.7.3 The system shall notify particular users about any new high profile cases that have been put in the system.				
3.22.7.4 The system shall automatically release the high profile restriction upon completion of the case audit by the CSSD Director.				
3.22.8 The system shall allow for the display, sorting and scrolling of data displayed from the interface to the Court's legal case management system.				
<b>4.0 Reporting Functions (see Appendix A and B)</b>				
4.1 The system shall use the Word template in Appendix A for all PO reports.				
4.2 The system shall allow PO reports to keep older copies of the reports and build a new report starting from the most recent.				

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4.3 The system shall allow for all previous text (from last version of a PO report) to be regular text, while new text is to be italicized.				
4.4 The system shall prevent the user from modifying the older previous text of a report while highlighting/italicizing all new information entered.				
4.5 The system shall allow the user to select information such as legal case docket text for inclusion into the report.				
4.5.1 The system shall allow the user to select or cut and paste information from OnBase document images into the report.				
4.5.2 The system shall allow the user to cut and paste information from other systems, such as PRISM, JUSTIS, and MD Case Search into the report.				
4.6 The system shall allow the user to manually change the newly added data in a report.				
4.7 The system shall send an email to the users' supervisor whenever any report is completed.				
4.8 The system shall allow PO to generate Emergency Hearing reports in Appendix B.				
4.9 The system shall allow all data elements relative to the management of a juvenile social matter to be available for merge functions into Word forms.				
4.10 The system shall provide a report				

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to indicate the number of juveniles transported by DPU staff, per entries on DPU transportation log (Excel spreadsheet), to include tracking the volume of transports by Police Service Area (PSA) and areas surrounding the District of Columbia.				
4.11 The system shall provide monthly activity reports for DPU, to measure # of total participants, # actively monitored, # of new arrests, # stepped back, # of curfew checks (and of those, the # in compliance and the # in non-compliance).				
4.12 The system shall provide a "Date submitted report", comprised of all reports/cases sent to Court (sorted by Judge, date due to JICC, date sent to JICC, unit assignment/SPO).				
4.13 The system shall allow for the creation of GPS specific reports:				
4.13.1 A report that displays the 6 digit GPS serial #, juvenile name, and PO.				
4.13.2 This report needs to be able to select and sort by any of the fields (GPS serial #, juvenile name, PO).				
<b>5.0 Message Notification</b>				
5.1 The system shall store a record of three docketed loss of contact entries and when they occur in a 21 day period, it shall notify the PO & SPO.				
5.2 The system shall notify PO 60 days prior to the expiration of the probationary term. The expiration date is based on pre-determined time				

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parameter, 60 days from the time of CSSD user initiated data entry.				
5.3 The system shall notify CSSD staff when a petition is filed in the legal case management system (the docket (DEL)).				
5.4 The system shall notify CSSD staff when arrests associated with juvenile social file matters are generated in the legal case management system.				
5.5 The system shall notify CSSD staff when a hearing has been scheduled for a juvenile based on update to the event history screen.				
5.6 The system shall notify CSSD staff when a hearing date is approaching for a juvenile, based on the legal case management Case ID search/match and predetermined time parameter to limit number of days in the future to look for scheduled events in the legal case management system.				
5.7 The system shall notify CSSD staff when a Detention Order or Shelter House Order has been issued for a juvenile.				
5.8 The system shall support notification to the PO in advance of predetermined deadlines to complete scheduled tasks.				
5.9 The system shall support notification to the PO & SPO once pre-petition custody order (received from OAG) is scanned into the legal case management system.				
5.10 The system shall support				

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notification to the once a Custody Order is issued in the Court's legal case management system.				
5.11 The system shall support notification to the SPO upon updates to the Supervision Type field alert to notify SPO designees at the different CSSD locations.				
5.12 The system shall provide functionality to generate request for extension of probation to the Court--PO to be notified 60 days prior to the expiration of probationary term. **PO will send document to supervisor as email attachment; supervisor to monitor process. The expiration date is based on pre- determined time parameter, 60 days from the time of CSSD user initiated data entry.				
5.13 The system shall notify CGC staff when assessment or therapy has been ordered for a juvenile.				
5.14 The system shall notify Probation Officers of upcoming due dates for reports to be submitted for Court.				
5.15 The system shall notify the SPO & PO two (2) business days after the assignment of referral processing has begun for a youth based on CSSD user initiated data entry.				
5.16 The system shall notify the PO of record once the determination has been made that the youth is "Court Involved" based on review of matching XREF number via CourtView records search.				

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<b>6.0 Intake Functions (See Appendices C and D)</b>				
6.1 The system shall allow the Intake Staff to document the Risk Assessment in Appendix C.				
6.2 The system shall allow the Intake Staff to document the Social Assessment in Appendix D.				
6.3 The system shall allow the Intake Staff (Child Guidance) to document Connor Assessment form.				
6.4 The system shall generate overnight transmittals to be emailed to Court personnel – Central Intake Center (CIC), CSSD Director, Intake I (Day Intake) staff.				
6.5 The system shall notify the PO 30 days after a youth has been referred for diversion services based on CSSD user initiated data entry at the time of referral.				
6.6 The system shall allow the Intake Staff to create the No Papered Release Form.				
6.7 The system shall allow the Intake Staff to create the Detention/Release Form.				
6.8 The system shall allow the Intake staff to create the Notice to Appear in JM-15 Form.				
6.9 The system shall allow the Intake staff to create the At Risk Notification Form.				

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<b>7.0 Scheduling and Calendaring</b>				
7.1 The system shall be able to display calendar data.				
7.2 The system shall allow for scheduling and calendar data to be integrated with Microsoft outlook.				
<b>8.0 Statistics and Reporting</b>				
8.1 The system shall have the ability to produce statistical reports.				
8.2 The system shall have the ability to produce management reports. For example, user workload or data quality exception reports.				
<b>9.0 Security &amp; Privacy</b>				
9.1 The system shall provide for integrated security with end-user established levels of functionality and viewing based on roles and responsibility levels.				
9.2 The system shall provide for the ability to create user profiles that control access to application and underlying tables.				
9.3 The system shall allow for application level password authentication.				
9.4 The system shall provide for the ability to view security access logs.				
9.5 The system shall provide for the ability to record the user id of a person performing transactions.				

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9.6 The system shall provide for the ability to keep audit trails of changes to the database.				
9.7 The system shall provide an administrative user the ability to view audit trails.				
9.8 The system shall provide the ability to keep audit trails of viewing the database.				
9.9 The system shall allow sealing of cases in accordance with statutory requirements and allow discretionary viewing of sealed cases by CSSD management as deemed appropriate.				
<b>10.0 Document Management and Scanning</b>				
10.1 The system shall provide for the ability to use a portable scanning device to consume documents.				
10.2 The system shall provide for the ability to scan large numbers of documents using a bar code or alternative capability to identify appropriate juvenile social file matter.				
10.3 The system shall support Signature pads for Court personnel as well external parties.				
10.4 The system shall allow for the rendering of an electronic signature on a document generated by the system.				
10.5 The system shall be able to convert generated documents into standard PDF format.				

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<b>11.0 Internet Web and Mobile Features</b>				
11.1 The system shall be compatible with the following Internet Browsers: Microsoft Internet Explorer, Google Chrome, and Mozilla Firefox.				
11.2 The system shall be compatible with standard mobile operating platforms.				
<b>12.0 Administrative Mode</b>				
12.1 The system shall provide for print management.				
12.2 The system shall provide the ability to support network printing.				
12.3 The system shall provide the ability to monitor, pause, and cancel print jobs.				
12.4 The system shall provide the ability to view the log of application errors.				
12.5 The system shall provide for security (the ability to create, edit, delete users and assign roles and responsibilities for users).				
12.6 The system shall provide for <i>application configuration</i> .				
12.7 The system shall provide for table maintenance.				
12.8 The system shall comply with the American Rehabilitation Act Section 508 Amendment.				

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12.9 The system shall provide the capability to design user interface screens and create new data fields/elements in a dynamic fashion.				
<b>13.0 Maintenance Mode</b>				
13.1 The system shall provide the ability for administrative users to define, add, modify and delete data values contained in configuration/reference tables.				
13.2 The system shall provide the ability for real-time updates.				
13.3 The system shall provide the ability to enter and maintain holidays.				
13.4 The system shall provide the ability to enter vacation schedules for internal personnel and allow for back up assignments.				
<b>14.0 Archive Management</b>				
14.1 The system shall provide the ability to archive selected information.				
14.2 The system shall provide the ability to restore selected archives to a production database.				
<b>15.0 Interfaces</b>				
15.1 \The system shall allow for real-time bi-directional interfacing to the Courts legal case management system.				
15.1.1 The system interface methodology design shall be based on industry standards such as Word Wide Consortium (W3C), NIEM, and ECF.				

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15.1.2 The system shall allow for the use of standard SOAP and Restful Web Services.				
15.1.3 The system shall notify the user whether data transmitted to the legal case management system was successful or failed for a stated reason.				
15.2 The system shall allow for an interface to the PreTrial Services Administration system – PRISM (or JUSTIS) - to consume drug test results.				
15.3 The system shall allow for an interface to the Court’s enterprise data warehouse/business intelligence system (Oracle OBIEE) through regular data transfer schedule.				
15.4 The system shall allow for an interface to the Court’s designated GPS monitoring vendor.				
15.5 The system shall allow for an interface to the Criminal Justice Coordinating Council’s JUSTIS system for juvenile and adult criminal data.				
15.7 The system shall allow for integration with Hyland Technologies OnBase Document Management System platform Version 12 and later.				
<b>16.0 Testing</b>				
16.1 After installation, the contractor shall perform tests to make sure that the system is performing in accordance with the requirements of this RFP. The Contractor shall certify the scope of product validation, if any, based on plus				

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or minus margin or error.				
<b>17.0 Training</b>				
17.1 The contractor shall provide on-site training for approximately 175 end users in CSSD and 5 IT division staff identified by the assigned D.C. Courts' project manager.				
17.2 The contractor shall coordinate training with the Court's project manager.				
17.3 The training shall include written training materials concerning the use and troubleshooting of the system.				
<b>18.0 Documentation / Escrow</b>				
18.1 The contractor shall keep the source code in escrow in the event the contractor goes out of business or otherwise cannot support the product.				
18.2 The contractor shall provide a "User's Guide" in both paper and unrestricted PDF format.				
18.3 The contractor shall provide an "Administrator's Guide" in both paper and unrestricted PDF format.				
18.4 The contractor shall provide a data dictionary with data fields with descriptions and functional usage comments.				
18.5 The contractor shall provide an entity relationship diagram (ERD) in both paper and unrestricted PDF format.				
18.6 The contractor shall provide a data				

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flow dictionary (DFD). The contractor shall provide documentation for the system including installation and configuration scripts for the system and all interfaces in both paper and unrestricted PDF format.				
18.7 The contractor shall provide and update release notes for all system updates.				
<b>19.0 Systems Compatibility (Apply to On Premise Hosted COTS only)</b>				
19.1 The system shall be compatible with the Courts' Oracle J2EE web platform (WebLogic, Tomcat are supported).				
19.2 The system shall be compatible with the Courts Oracle or Microsoft SQL Server platform.				

**Juvenile Probation Case Management System**

- M.3.1.5 Compliance with the applicable Courts licensing, tax laws, and regulations;
- M.3.1.6 The necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
- M.3.1.7 Other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- M3.2 The Courts reserves the right to request from a prospective contractor information necessary to determine the prospective contractor's responsibility. Information is to be submitted upon the request of the Courts within the time specified in the request. Failure of an Offeror to comply with a request for information may subject the Offeror's proposal to rejection on responsibility grounds. If a prospective contractor fails to supply the requested information, the Court's Contracting Officer shall make the determination of responsibility or non-responsibility based on available information. If the available information is insufficient to make a determination of non-responsibility, the Court's Contracting Officer shall determine the Offeror to be non-responsible.

**M.4 Price Proposal Evaluation**

The price evaluation will be objective. The Offeror with the lowest cost/price will receive the maximum points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated cost/price score.

$$\frac{\text{Lowest cost/price proposal} \times \text{weight/points for price}}{\text{Cost/price of proposal being evaluated}} = \text{evaluated cost/price score}$$

- M.4.1 In Addition the Courts will evaluate each Offeror's price proposal for realism, reasonableness, and completeness. This evaluation will reflect the Offerors understanding of the solicitation requirements and the validity of the Offeror's approach to performing the work. Alternative price proposals, if considered by the Courts will be evaluated on contract type risk, potential savings, other advantages or disadvantages to the Courts, and the discretion of the government.
- M.4.2 Realism: The Courts will evaluate the realism of the proposed price by assessing the compatibility of proposed price with proposal scope and effect. In the evaluation the Courts will consider the following:
  - a. Do the proposed prices reflect a clear understanding of the requirements?
  - b. Do the proposed prices for performing various functional service requirements reflect the likely costs to the Offeror in performing the

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effort with reasonable economy and efficiency?

- c. Are proposed prices unrealistically high or low?
- d. Are the proposed prices consistent with the technical and Management/staffing approach (e.g., if the Offeror proposes a staff of  $x$  people, the price proposal must account for  $x$  people)?

M.4.3 Reasonableness: In evaluating reasonableness, the Courts will determine if the Offeror's proposed prices, in nature and amount, do not exceed those which would be incurred by a prudent contractor in the conduct of competitive business. The assessment of reasonableness will take into account the context of the source selection, including current market conditions and other factors that may impact price. In the evaluation the Courts will consider the following:

- a. Is the proposed price(s) (for Section B – Supplies or Services and Price/Cost) comparable to the independent Courts cost estimate?
- b. Is the proposed labor/skill mix comparable to the projected Courts skill mix and/or sufficient to meet the Section C requirements based upon the Offeror's technical and management approach?
- c. Are the proposed price(s) for hardware and software comparable to competitor's prices under this solicitation?
- d. Are the proposed price(s) for installing hardware and software comparable to Competitor's prices under this solicitation?
- e. Are the proposed price(s) for warranty and customer support comparable to Competitor's prices under this solicitation?

M.4.4 Completeness: In evaluating completeness, the Courts will determine if the Offeror's provides pricing data of sufficient detail to fully support the offer and permit the Courts to evaluate the proposal thoroughly. In the evaluation the Courts will consider the following:

- a. Do the proposed prices include all price elements the Offeror is likely to incur in performing the effort?
- b. Are proposed prices traceable to requirements?
- c. Do proposed prices account for all requirements?
- d. Are all proposed prices supported with adequate data to permit a thorough evaluation?

**END OF CLAUSE**