

Integrated Prosecutorial Case Management System
Request for Proposal: RFP # 7323420



Solicitation Information

26 Jan 10

RFP # 7323420

TITLE: Integrated Prosecutorial Case Management System

Submission Deadline: 22 Feb 10 @ 2:00 PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 5 Feb 19 Time: 2:30 PM (Eastern Time)
Mandatory : No
Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **5 Feb 10 at 12:00 Noon (Eastern Time)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Attorney General (RIAG) is requesting Proposals from qualified individuals to provide and implement the Integrated Prosecutorial Case Management System for the Department's Criminal and Administrative Divisions, in accordance with the terms of this solicitation.

The Rhode Island Department of Attorney General is headquartered at 150 South Main Street, Providence, Rhode Island. RIAG has approximately 231 employees, 150 of which represent the criminal division and another 25 that represent the executive/administrative division. The department handles approximately sixteen thousand cases annually, most of which are distributed among varying units and locations across the state.

The high level scope of work for this project will include, but not be limited to, the following:

Application should automate all divisional units in the Attorney General's Criminal Division.

The application should have a web based front end to minimize processing power on desktops. The relational database will be Microsoft SQL and should be built with JAVA. It is highly desirable that a document management system such as Microsoft Share Point be used as a front end.

The Case Management System should be fully integrated and should eliminate duplicate information and processes. The system will provide reporting without additional licensing fees. The application must work with the versions of Microsoft Word utilized throughout the office and the system must be able to use and recognize PDF format.

Our current desktop configuration is Windows 2000 and XP using Office 2000. The department may at some future point upgrade to Office 2007.

Open source reporting should be done through BRIT or Microsoft SQL. Reports must be integrated into the application and all reporting functions need to be vetted and approved by the Attorney General's executive management team. The application must have integration with the RI Court JIS system for disposition information and with the RI Criminal History System for arrest and expungement information.

An audit trail of insertion, deletion and modification of all data is a requirement.

Source code will be the property of the Rhode Island Department of Attorney General and will not be distributed to any other party without the prior written approval of the Attorney General.

The Rhode Island Department of Attorney General will work with the vendor selected to negotiate the progression of development based upon available funding.

1 INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

- All respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.state.ri.us>. Proposals must be in accordance with the guidelines outlined in this request and the state's general conditions of purchased which can be accessed through the website.
- A fully completed and signed *RIVIP Bidder Certification Cover Sheet – All three pages should* accompany response submitted. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**.
- Should there be a need for technical assistance in registering and/or downloading any document, call the RIVIP HELP DESK @ (401) 574-8100. Office Hours: 8:30 AM – 4:00 PM.
- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

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- Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or cnewton@gw.doa.state.ri.us Visit the website <http://www.mbe.ri.gov>
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI
- Equal Employment Opportunity (RIGL 28-5.1)
§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymond1@gw.doa.state.ri.us
- Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- If you wish to seek to do business with the State of Rhode Island, you must register and utilize the E-Verify Program. Please refer to www.dhs.gov/E-Verify or the Division of Purchases website at www.purchasing.ri.gov for more information.
- ARRA SUPPLEMENTAL TERMS AND CONDITIONS
For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto Located on the Division of Purchases website at www.purchasing.ri.gov.

2 PROJECT BACKGROUND, CONTEXT, AND OVERVIEW

The Office of Attorney General does not currently maintain any electronic case management system for the processing of criminal cases in any of the State's court venues. As such, the ability to manage the volume of cases handled annually (approximately 16,000 criminal cases) is done through a labor-intensive, manual review of the case memorandum and files. The Office of Attorney General is the state repository for all criminal history information. The functions of maintaining a criminal history record and physically prosecuting criminal cases are completely different functions that work independent of each other.

Our current manual case management system limits the ability to properly control workflow, provide automated documentation, and report effectively and efficiently on issues on an interim and final basis, and does not allow for the capture of relevant demographic case information which is required to be reported to federal grant agencies. Our prosecutorial staff avail themselves to the JLINK system (Banner System) maintained by the Judiciary for calendar/docketing purposes only and our support staff enter data directly into the Court Banner System through our Information-Charging Unit for court docketing purposes. The Judiciary's "Banner System" provides only limited capability for Attorney General staff to manage the internal workings of the Department. The Attorney General's Office is required to request any needed reports from the Judiciary and in most instances an exhaustive manual compilation of specific data must be extracted from the reports generated to suit the needs of management. The Judiciary maintains that the system and data contained in the Banner System are property of the Judiciary.

In fact, some of the data fields contained in their system, such as those that depict prosecutor assignments can be changed by court staff, making it difficult for the Attorney General's Office to track the assignments and productivity of it's own staff. The Banner System itself does not have the requisite data fields that are required by the Attorney General to properly manage its mission of criminal cases and staff assignments. Instead, a better solution is to integrate both the RI Criminal History System data and the Court Banner System data into a fully functional criminal case management system, leaving the integrity and responsibility of those independent systems intact yet allowing the Criminal Division to manage the case materials, staff, data, work flow and reporting in a much more cohesive fashion.

The Attorney General's Office recognizes that with the technology available today, many of the functions it undertakes using the current manual system would be eliminated completely and performed instantaneously if it had a unified and differential case management tool implemented. Such a system would automatically generate documents and forms, schedule prosecutor dockets/calendars and provide email notification and reporting, perform electronic document and file management in

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a centralized, cohesive fashion, provide web access for staff, and ultimately provide a unified global JXDM / NIEM compatible data sharing venue with the Rhode Island Criminal History System and the Judicial Banner System. Another result of implementing an electronic case management system would be that management could utilize existing staff and resources in a much more effective and efficient manner by reallocating those resources towards problematic areas.

Currently, with the voluminous records and data we have accumulated over time, we still can not electronically ascertain if a defendant, victim or witness has an association with any other criminal matter, has testified before in another venue or has a conflict through an association with other defendants, victims or witnesses, and frequently must rely on staff's independent recollection of the individual. A centralized case management system would provide name association tables that track individuals and relationships, independent of individual staff memory of events.

Currently, a prosecutorial team may involve an investigator, prosecutor, paralegal, transcriptionist, secretary, victim advocate and co-counsel along with their respective complement of support staff. Any individual team member, who generates a document related to the particular case at hand, stores their individual document within their own respective file folders on the network. In most cases, team members lack full knowledge as to the work that is being done by other members of the team. There is no centralized account for the team's activities. None of the case documents are centrally stored in an electronic case file. A permission-based data exchange built into an electronic case management system would automatically generate documentation for discovery, notification to victims and witnesses as well as keeping all team players informed about the status of the particular case at hand. Management could be informed immediately upon any change in status of charges that are amended or dismissed and the criminal history repository will be updated through a daily interface of recorded activity.

One of the positive outcomes of continued dwindling resources has caused us to become responsive to the numerous requests of accountability for the functionality of the office. Many of our funding partners are requiring performance measures as a method of determining the value of the services provided by the Department, and we as an office intend to identify and utilize performance measures for the same purpose. While we know we are achieving much more today with less funding, we are not able to properly demonstrate how we are achieving various measurements of our performance because we lack the ability to track data electronically. Creating this case management system will help to establish appropriate performance measures and reporting mechanism for those measures.

Lastly, the State Judiciary is currently working on implementing an electronic docketing/filing system to be implemented in the near future. The Attorney General's Office would not be able to comply with any requirement for electronic filing, unless

we first begin the process by implementing a case management system that maintains an electronic case file which contains all relevant documents and records in a centralized manner. In order for the Department to comply with future electronic reporting requirements, many of the existing desktop systems operating in the criminal division will have to be updated or modernized from Windows 2000 operating systems to Windows Vista or Windows XP with a minimum of 1 gigabyte of memory. The solution is to create a Rhode Island Integrated Prosecutorial Case Management Information System (RIIPCMIS) which would correct the Department's deficiencies outlined above and to purchase modern equipment that will be necessary to operate the system on an individual's level.

3 SCOPE OF WORK AND BUSINESS PROPOSAL

The Bidder must describe its proposed approach to meeting the business requirements and specifications set forth in this section

This system will incorporate the data housed in the RI Criminal History System and the data contained within the Judiciary's Banner System, as well as converting all current victim / witness data, forfeiture data, Medicaid Fraud data and any other database currently maintained by the Attorney General's Criminal Division. The original data from the RI Criminal History Repository and the Judicial Banner System will not be altered at their respective database locations, but may be adjusted or amended depending upon the activity generated in the case management system while the independent agency operated databases will be converted into the master case management database. The process of interfacing these systems will provide for a daily exception report that will require certain data entry functions to occur in order to clean up data within the respective databases.

In accordance with state purchasing rules and regulations, all appropriate vetting of request for qualifications and proposals will occur before any contract is entered. We fully expect the cooperation of the Judiciary technology staff and the Bureau of Criminal Information staff to facilitate the flow of information that will be needed to complete this project. Our desire is to generate an electronic record that will audit itself against the Judicial Banner System and the Criminal Repository. This system will ensure an orderly flow of work-product, create automated documents, facilitate electronic discovery, centralize all case records, provide for a managed work atmosphere that will ensure consistent application of office policy and procedures for handling criminal cases and ultimately save state resources through the establishment of one electronic state record for filing and retention purposes.

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Analysis of Need:

An integrated criminal justice information system is needed to allow the seamless sharing of information to our prosecutors. The information shared includes all criminal justice related data, including photographs, fingerprints, DNA identification records, case records, court calendars, electronic messages and documents. Access to the right information at the right time is critical for the effective operation of criminal justice agencies. Many of the information systems developed for criminal justice agencies some 20 years ago improved the ability for reporting and analysis, but usually were designed to address single-agency operational needs. Such is the case as demonstrated by silo effect of the RI Criminal History Repository and the Judiciary's Banner System where both systems were designed to fulfill a specific role, neither of which provides the proper amount of information for a prosecutorial agency to perform its mission and at times the data contained within both systems conflict with each other.

With the growing volume of criminal cases and complexity of the justice system, these agencies or department specific computer systems have proven ineffective for sharing and exchanging data between agencies. Criminal justice practitioners need systems that provide fast, accurate exchange of information among justice agencies in order to proactively address crime. Information, for example, about prior arrests, convictions, parole, bail, and so forth is crucial to making decisions and recommendations about disposition options such as sentencing and supervision requirements. Creating an information infrastructure that provides seamless, timely access to critical information is a key requirement for justice agencies to carry out statutory policy for criminal cases and offenders.

It is expected that each prospective bidder will provide a clear, concise methodology that will incorporate each of the individual unit functions into one streamlined case management system. Each proposal will provide a system of identifying the key work component of each unit so as to be able to provide a single point of data entry. The desired approach will provide a web based front end so as to minimize processing requirements at each desktop. The system developed will utilize MS Sequel Database and it should be built in a JAVA format. Open source technology may be used within the system so as to minimize licensing and future licensing costs. In order to assist with document management issues, MS Share-Point or an equivalent program may be incorporated.

Our primary goals are to establish a fully integrated system, eliminate duplications of efforts, eliminate inconsistent data, meet current functionality and desired enhancements, support reporting for management and staff, eliminate additional annual licensing fees for operations and reporting functions, integrate with our existing versions of Microsoft Office Products, provide reports and documents in a PDF

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supported format. Our current office configuration is Office 2000, Windows 2000 and Windows XP 2000.

System requires reporting be provided through BIRT – Open Source Reporting Tools or equivalent reporting tool systems. System should also use MS Sequel Server Reporting Services and the reports should be seamlessly integrated into the application rather than being set up as a separate reporting unit or function.

The system will be integrated with the Rhode Island Law Enforcement Telecommunications System (RILETS), so as to receive criminal data direct from state and local law enforcement through the Rhode Island Criminal History System (RICH) as well as the Judiciary Banner System, the Department of Corrections (INFACTS) and the Department of Transportations Registry Unit (DMV). Further requirements will provide the system to incorporate the desired functions of individual in-house access and sequel databases currently used office wide for victim services, domestic violence, forfeitures, juvenile records, information charging, narcotics, extraditions, diversion and grand jury.

3.1 Vendor Background, Qualifications, And Previous Experience

In this section, the Bidder should describe the firm's background and its experience in development of computerized case management systems and or database development systems projects for other government and/or private industry clients that are similar in scope to the Rhode Island Department of Attorney General defined in this RFP. In addition, each bidder must provide a list of projects, customers and reference contacts with whom the vendor has worked with over the past five years.

As part of this section, the Bidder must also provide a list of all State of Rhode Island contracts for application / database management system development projects to which the Bidder has been a party in the last five years. Similar information should be provided for any sub-contractor that will play a significant project role, other than the provision of off-the-shelf hardware or software.

In addition, Bidders must demonstrate successful experience with the methodologies and technologies that they have proposed in their responses to the business and technical requirements of this RFP. It is also **desirable** that Bidders demonstrate familiarity and experience with managing the content of the Rhode Island Criminal Justice System, included but not limited to the Judicial Banner System, Attorney General's Criminal History System, AFIS fingerprint system, Victim Services systems, Rhode Island State Police RILETS system, Department of Corrections INFACS system, and the Department of Transportation's Registry DMV systems.

3.2 RELEVANT EXPERIENCE

Respondents are to include a comprehensive listing of similar projects and/or clients served similarly in concept to the project being proposed.

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3.2.1 EXISTING WORKLOAD

Respondents are to include a current listing of all projects that they are currently contracted to perform.

3.2.2 ORGANIZATION AND STAFFING:

Firm Qualifications: In this section, the Bidder should describe the firm's background and its experience in managing and completing similar projects. In providing this information, it is **desirable** that Bidders demonstrate successful experience with the various components of the database management architecture, which has been proposed. It is also **desirable** that Bidders demonstrate a working familiarity with either the Rhode Island Criminal Justice Systems or similar structures.

Sub-Consultants: As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Business Proposal.

Staff Qualifications: Respondents are to include a profile of its staff's experience regarding the implementation its proposed solution. This staff profile must include people presently on staff, prior experience and/or qualification of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Pay particular attention to information on the company's knowledge and implementation experience of database management systems as well as the other requirements for the Integrated Prosecutorial Case Management System. Include qualifications and resumes of all the key personnel that will be involved in this project. This proposal should reflect a commitment of these staff members to this project should this proposal be selected. Respondent must demonstrate that staff has the knowledge and experience of similar management projects.

Sub-Consultants: As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

References: Bidders must provide three references related to systems consulting work completed within the last five years or currently in process that is similar to the size and scope of work described in this RFP. References must include the firm name, contact person, address, phone number, and a description of the contractual relationship. References will be contacted by telephone and should be available between 9:00 - 5:00 EST. No Rhode Island Department of Attorney General employee may be used as a reference.

3.3 Project Planning

3.3.1 PROJECT MANAGEMENT REQUIREMENTS

Project Approach: Respondents must provide a detailed technical synopsis of their proposed services that will be included in a Statement of Work document that will be requested by the RIAG from the successful Bidder of this project. This synopsis must highlight any technical or personnel issues that the Bidder, based upon its prior experience on similar projects, believes may be confronted at various stages of the project and has accounted for in its project planning.

Project Plan: The Bidder must agree, in its proposal, to develop a schedule of major deliverables and prepare, submit, and maintain a comprehensive detailed project plan at the beginning of the project based on an mutually agreed upon schedule of major deliverables. This plan must incorporate all tasks, milestones and deliverables that the Bidder or its sub-awarded Bidders will undertake through the end of the project.

3.3.2 PROJECT STATUS TRACKING & REPORTING

Bi-Weekly Reports: The Bidder must agree that, throughout the project, the Bidder's Onsite Project Lead and other key personnel **must** attend bi-weekly meetings with the RIAG Director of Administration, RIAG CIO, and the RIAG project team, as applicable. A written status report **must** be provided by the Bidder's Onsite Project Lead prior to each bi-weekly meeting. These status reports must describe all activities that occurred since the last report, including: whether deadlines were met, any problems that will have arisen that need to be addressed before proceeding to the next task, and anticipated tasks to be completed in the next week.

The Bidder's proposed format and level of detail for the status report will be subject to RIAG approval. These bi-weekly meetings **must** follow a preset agenda developed by RIAG and the contractor.

3.3.3 Supplemental Information

Respondents are encouraged to submit any other information deemed useful to provide RIAG with sufficient relevant information to evaluate the Bidder's qualifications and approach to the project.

The successful applicant is required to submit any relevant financial and or jobs data to the RIAG in accordance with the requirements delineate through the Stimulus Funding Grant and the Special Conditions agreed to by the RIAG as a condition of the grant.

3.4 User Training

The Bidder must provide a program of staff training and support for the implementation of the RIAG Integrated Prosecutorial Case Management System. The Bidder must provide on-site, off-site, or customized training to RIAG personnel and administrative staff. This will include initial training, which will be provided as part of the standard installation procedure of any new components of the RIAG Integrated Prosecutorial Case Management System.

All training materials for the proposed RIAG Integrated Prosecutorial Case Management System must be provided to RIAG in both printed and in machine-readable formats such as HTML or PDF formats. The Bidder must also provide continuous training for the RIAG Integrated Prosecutorial Case Management System due to RIAG staff turnover and normal changes to the Department's business requirements. The Bidder must include a rate schedule for this continuous training

The Bidder will incorporate all of following training strategies into the design of their proposed end user training materials. The training program will be designed so that the Trainers can use a variety of presentation styles, including lectures, class participation, sample exercises, and hands-on training. The training materials for each training module will be designed to include handouts, which can be referred to as refresher materials after the training program is completed.

3.5 Mandatory Requirements and Responses

A response to all questions listed below is mandatory when the words "the Bidder must" or the Bidder "will" are used in a requirements statement unless it is explicitly marked as desirable by the words "it is desirable". The term "desirable" is used to indicate that a specification, action, qualification or feature is not mandatory. Responses will not be disqualified solely for failure to comply with a desirable/optional requirement or specification, but may be disqualified if not in compliance with all mandatory requirements. Bidders must provide a succinct narrative when responding to each requirement stated in this RFP.

Bidders are cautioned that a statement similar to "The proposed system complies with the specification" will be considered too general and non-responsive and may result in the rejection of the entire proposal as non-responsive. The bidder response must demonstrate that the Bidder has a good grasp of the requirements, and that the proposed solution meets the requirements.

Desirable specifications are identified by the word "desirable". Bidders responses will be evaluated based upon responses to desirable specifications. Bidders who agree to meet all mandatory specifications (or who propose alternatives to mandatory specifications that are acceptable to the Selection Committee) and whose responses are judged with the **best** value based upon responses to mandatory, desirable, and any and all other factors in the evaluation criteria shall be eligible for award.

Documentation from existing products, e.g. excerpts from a user's guide, demonstrating the understanding of a particular requirement will help illustrate the points being made, and should be submitted and referenced by document and page number, in support of the requirement. If detailed, summarize and refer to the attached software administration or user manual that is being submitted for over-all review. Specific page references are required.

If the Bidder's solution does not support a function or task, explain what modifications must be made to accommodate the function or task. If in the opinion of the Bidder, the function or task is not feasible or in the best interest of RIAG, describe why it is not feasible and identify alternative options, implications and risks.

3.6 Project Funding Considerations

Due to possible federal funding constraints, Bidders' cost proposals should consider each phase of the project as a separate project. Bidders must in their Business, Technical, and Cost proposals demonstrate an understanding that the functionality specified in this RFP for each project phase must be implemented in a manner such that it will operate whether or not the subsequent phase(s) are funded.

The funding for this project will come from the Federal Stimulus program which will require certain data to be furnished by the contractor to the RIAG in support of any reporting requirements mandated by the program. Specifically, the contractor will be required to report the number of jobs created and or retained as a direct result of working on this project. Specific employee information will be required to be submitted weekly as a condition of the award.

Additionally, all employees of the contractor who will work on this project will be required to undergo a criminal background check. The decision as to whether an employee of the contractor can work on the project based upon the results of a criminal background check will be at the discretion of the Rhode Island Department of Attorney General.

4 COST PROPOSAL

The cost proposal will be used to establish a maximum obligation for the contract, but the RIAG reserves the right to negotiate a lower price. The cost proposal must include a summary of the cost for the development, quality assurance, implementation, training, and rollout phases of the project as specified in the Bidder's Project Workplan.

The Cost Proposal will be for a 6-month period for technical and administrative services that includes all of the services necessary to meet the requirements of this RFP. The Cost Proposal must include the cost for each line item activity and must be itemized for all deliverables and critical activity milestones.

Cost Proposal prices submitted will be considered **firm and fixed**.

Cost Proposal must include hourly rates.

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Any user license fee structures must be disclosed for the development project and for future annual use. All proposals that consider a user license fee must use a minimum of 150 users as the base number for actual daily use. While we are not excluding a user fee structure, our goal is to minimize annual licensing fees. To the extent any vendor desires to submit a proposal that requires a user fee, they must be able to demonstrate how and why their fee structure will be financially advantageous for the Department of Attorney General over a minimum ten-year cycle.

Equipment: To the extent possible, all hardware equipment required for this project will be procured using the state's master price agreement or the bid price submitted by the contractor, whichever is lowest.

NOTE: Failure to fully disclose annual costs could result in disqualification.

5 PROJECT SCHEDULE/DELIVERABLES

Please provide a schedule of work performed (time line) that will achieve the goals desired that your firm can commit to with either existing staff or a combination of newly hired staff and existing staff.

Below is a list of equipment deliverables we expect to be needed for this project. We currently use the HP Blade System technology as the backbone to our office information technology structure. We are simply providing this list as a guide, not a requisite, for an equipment needs assessment while preparing your bids.

Hardware	Staging - QA Server	HP DL380 G6 Server Platform, 2x 2.66GHz Quad-Core CPU, 8GB RAM (expandable to 48GB), 3x 146GB SAS Hard Disk, RAID5, 290GB usable, expandable to 8 drives, DVD-ROM, 3-year 24x7x4 warranty
Hardware	Application Production Server	HP DL380 G6 Server Platform, 2x 2.66GHz Quad-Core CPU, 8GB RAM (expandable to 48GB), 3x 146GB SAS Hard Disk, RAID5, 290GB usable, expandable to 8 drives, DVD-ROM, 3-year 24x7x4 warranty
Hardware	Content Production Server	HP DL380 G6 Server Platform, 2x 2.66GHz Quad-Core CPU, 8GB RAM (expandable to 48GB), 5x 146GB SAS Hard Disk, RAID5, 580 GB usable, expandable to 8 drives, DVD-ROM, 3-year 24x7x4 warranty

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Software (Operating System)	All three servers	Windows 2008 Enterprise
Software (MSSQL Database)	Application Production Server	MSSQL Standard Server based license with Unlimited Client Access License (CAL)
Software (MSSQL Database)	Staging - QA Server	MSSQL Standard with no Client Access License
Software (MSSQL Database-CAL)	Staging - QA Server	MSSQL Client Access License (CAL assuming 5 users on QA-Staging)
Software (Visual Studio)	Developer Desktops connected to Staging-QA	Visual Studio Pro + MSDN Premium
Software (Visual Studio)	Developer Desktops connected to Staging-QA	Visual Studio Pro
Software (Sharepoint 2007)	Content Production Server	Sharepoint Server 2007
Software (Sharepoint 2007-CAL)	Content Production Server	Sharepoint Client Access License (CAL) - Enterprise
Software (Veritas Backup Exec)		Server
Software (Veritas Backup Exec)		SQL Agent
Software (Veritas Backup Exec)		SharePoint Agent

6 EVALUATION AND SELECTION

Cost Proposals, Technical and Business Responses will be evaluated by the RIAG Selection Committee. The Committee will evaluate and score combined the Business, Technical, and Cost Proposals received utilizing the following criteria resulting in a final ranking and recommended selection:

6.1 Evaluation Criteria

Category	Points	Percent
1. Company Background	50	5%
2. Specific Project Experience (Company)	200	20%
2.1 Prosecutor case management systems		
2.1.1 Database management experience		
2.1.2 Rhode Island Criminal History, RILETS and Justice System experience		
2.1.3 Case management development		
2.1.4 Integration between multiple independent database operations		
2.1.5 Reporting integration projects		
3. Specific Staff Experience	200	20%
3.1 Prosecutor Case Management Experience		
3.1.1 Database management experience		
3.1.2 Rhode Island Criminal History, RILETS and Justice System experience		
3.1.3 Case management development		
3.1.4 Integration between multiple independent database operations		
3.1.5 Reporting integration projects		
4. Project Work Plan	150	15%
5. Business Proposal	150	15%
6. Technical Proposal	150	15%
7. Cost Proposal	100	10%
Total	1,000	100%

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or his designee, who will make the final award decision.

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Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

The bidders responses in the following categories will be evaluated according to, but not limited to, the following criteria:

6.1.1 COMPANY/ PROJECT / STAFF EXPERIENCE

- Subject Matter (Integrated Prosecutorial Case Management System) Experience
- Subject Matter (Database Management) Experience
- Subject Matter (Report functions) Experience
- Subject Matter (Website Content Management) Experience
- Information Technology Experience

6.1.2 PROJECT WORK PLAN

- Project Plan and corresponding tasks specified by Bidder demonstrate an understanding of the Business and Technical Requirements of the Project;
- Projected timelines communicate an methodology of how proposed solution will be successfully implemented;

6.1.3 BUSINESS PROPOSAL

- Demonstrates Understanding of RIAG Integrated Prosecutorial Case Management System
- Demonstrates Understanding of RIAG Integrated Prosecutorial Case Management System Business Requirements
- Demonstrates Understanding of RIAG Integrated Prosecutorial Case Management System Functional Requirements

6.1.4 TECHNICAL PROPOSAL

- Communicates the Quality & Viability of Overall Proposed Solution
- Communicates the Quality & Viability Content Management Solution
- Communicates the Quality & Viability Look & Feel Templates Solution)

6.1.5 COST PROPOSAL

- Rate Competitiveness
- Time Estimate Viability

6.2 Evaluation Process

CLARIFICATIONS

The RIAG Selection Committee may request additional information to clarify/correct proposals. Clarifications/corrections provided in response to a clarification/correction request by RIAG shall become part of the Bidder's

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Proposal. The Bidder must be prepared to commit contractually to all claims and statements made in its Proposal.

6.3 Final Selection

The RIAG Selection Committee's final selection recommendation will be presented to the Attorney General. Upon receipt of final selection approval from the Attorney General, all respondents will be notified by the State that a final selection has been made. The **review process will take place between 2/16/2010 and 2/24/2010**. The review committee will make a final recommendation to State Purchasing no later than 2/26/2010.

Failure to respond to a Mandatory Requirement will result in Proposal disqualification and no points will be assessed. Proposals where responses are provided to Mandatory Requirements but do not meet the Mandatory Requirements may be disqualified, unless, in the judgment of the RIAG Selection Committee, an acceptable substitute is proposed. The level to which a Bidder demonstrates that its product or services meets the requirements will factor into the scoring process. The proposal of Desirable Features will also be factored into evaluations. In addition, the following factors will be considered in the evaluation.

7 ADDITIONAL AWARDED BIDDER REQUIREMENTS / QUALIFICATIONS

7.1 Letter of Transmittal

Bidders must submit a letter of transmittal signed by an owner, officer, or other authorized agent.

7.2 Similar Project List

Bidders must submit relevant organizational information, a list of similar projects undertaken and/or clients served, agency expertise relative to the services requested, and a statement of existing workload as it impacts the performance of the project.

7.3 Overview of Key Personnel

Bidders must provide an overview of key personnel assigned to the project including education and prior experience.

7.4 Sub-Awarded Bidder Disclosure

Bidders must disclose any work to be sub-contracted including the specific work to be performed and staffing, organizational structure, and business background of the sub-awarded Bidder.

7.5 Similar Projects Descriptions

Bidders must include in their response three examples of a project that they have successfully implemented similar to this RIAG Integrated Prosecutorial Case Management System Project described in this RFP.

7.6 Prior Implementation Plan

Bidders must include in their response a copy of an implementation plan that your group has prepared in the past. Please select an implementation that you have prepared and utilized that is as closely related to this project as possible. The Selection Committee will

use the submitted implementation plan an example of the quality and completeness that we can expect should you be awarded the contract.

7.7 Bidder Boilerplate Language

It is desirable that Bidders include any boilerplate contract language that will need to be used if successful in this proposal. This is an optional requirement, but may hasten the award of a contract in the event of a successful proposal.

8 TERMS OF THE CONTRACT

The **contract** will begin in **March 2010** and end **June 30, 2011**. The scope of the work may be modified by RIAG prior to beginning work on a given task. RIAG retains the option of granting a time extension of up to **one year** with additional funding if available and if the level of work is expanded by mutual written consent. If necessary, deficiencies in performance of services and/or failure to supply deliverables in a complete and timely manner will be documented in writing by RIAG. Should a pattern of substantial dissatisfaction become apparent, RIAG reserves the right to terminate the contract.

9 COST PROPOSAL/TERMS OF PAYMENT

The awarded Bidder must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A.

The total cost of the **contract** is not to exceed \$ 502,850.00

10 PRE-PROPOSAL MEETING

A Pre-Proposal Meeting will be held on the date, time, and location described on page one of this solicitation. At this time all questions relative to the Solicitation of Work (RFP) as well as any questions regarding RIAG procedures and proposal format will be addressed and an addendum to this solicitation will be subsequently posted. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the Help Desk at 401 574-8100.

11 PROPOSAL SUBMISSION

All document pages are to be **numbered in consecutive order**.

Combined TECHNICAL/COST PROPOSAL ("original" plus **FOUR (4) copies**) submissions are to be either mailed or hand-delivered in a sealed envelope marked: "**RFP 7323420 – "RIAG Integrated Prosecutorial Case Management System "** by **February 22, 2010 @ 2:00PM (Eastern Time)**:

RI Dept of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. The "official" time clock is located in the Division of Purchases Reception area. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov
2. A Cost Proposal reflecting the fee structure, proposed for this scope of services, including completion of the Cost Proposal Template form, enclosed, and
3. A *separate* Technical Proposal describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD, Diskette, flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or diskette should be included in the proposal marked "original".

11.1 Business Proposal

In this section, the Bidder must describe its proposed approach to meeting the business requirements and specifications set forth in this section. This section should also identify any proposed sub-awarded Bidders, and describe their role in the project. Sub-awarded Bidders not identified in the Proposal will not be permitted without the written approval of the RIAG.

11.2 Technical Proposal

In this section, the Bidder must describe its proposed approach to meeting the technical requirements and specifications set forth in this section.

- Bidder's understanding of the technical requirements of this RIAG Integrated Prosecutorial Case Management System Project;
- Capacity of the bidder to effectively manage and implement the technical aspects of this RIAG Integrated Prosecutorial Case Management System Project;
- Technical qualifications of Key RIAG Integrated Prosecutorial Case Management System Project Personnel.

11.3 Cost Proposal

The Bidder must, in its proposed solution, provide separate cost proposals for each phase of the project. The cost proposal for each phase of the project will be used to identify and cost the key milestones and deliverables for that phase. The cost proposal for all phases will be used to establish a maximum obligation for the contract, but the Department reserves the right to negotiate a lower price in contract negotiations with the successful Bidder. The cost proposal template specified below must be used as the Bidder's Cost Proposal. The Bidder must complete the Cost column for each line item without changing the contents of the other columns.

TBD

13 APPENDIX B

13.1 BUDGET One-Year Projects

The Awarded Bidder estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>
1. Personnel	0
2. Fringe Benefits	0
3. Consultant	0
4. In-State Travel	0
5. Out-of-State Travel	0
6. Printing	0
7. Office Expense	0
8. Telephone	0
9. Educational Materials	0
10. Equipment	0
11. Data Processing	0
12. Rental	0
13. Other	0
14.	0
15.	0
16.	0
17.	0
Subtotal	0
Indirect Cost	0
TOTAL	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Grantor on behalf of this Agreement and to be claimed by the Grantor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIAG; provided, however, that the Grantor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Grantor for reimbursement by RIAG under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Attorney General.

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13.2 BUDGET Multi-Year Projects

The Awarded Bidder estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	<u>Estimated Expenditures</u>			
	Year 1	Year 2	Year 3	Year 4
1. Personnel	0	0	0	0
2. Fringe Benefits	0	0	0	0
3. Consultant	0	0	0	0
4. In-State Travel	0	0	0	0
5. Out-of-State Travel	0	0	0	0
6. Printing	0	0	0	0
7. Office Expense	0	0	0	0
8. Telephone	0	0	0	0
9. Educational Materials	0	0	0	0
10. Equipment	0	0	0	0
11. Data Processing	0	0	0	0
12. Rental	0	0	0	0
13. Other	0	0	0	0
14.	0	0	0	0
15.	0	0	0	0
16.	0	0	0	0
17.	0	0	0	0
Subtotal	0	0	0	0
Indirect Cost	0	0	0	0
TOTAL	0	0	0	0

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Grantor on behalf of this Agreement and to be claimed by the Grantor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIAG; provided, however, that the Grantor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Grantor for reimbursement by RIAG under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds is permitted between Expense Categories (1) (2) and (3) up to 10% or \$25,000, whichever is less; all other transfers require prior written approval by the Department of Attorney General.

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PERSONNEL DETAIL SHEET

NAME	POSITION TITLE	HOURLY RATE INCLUDING FRINGE \$	TOTAL ANNUAL SALARY & FRINGE \$	RIDE PERSONNEL COST \$
TOTAL REQUEST		\$	\$	\$

DETAIL OF CONSULTANT

NAME	POSITION TITLE	HOURLY RATE INCLUDING FRINGE \$	TOTAL ANNUAL SALARY & FRINGE \$	RIDE PERSONNEL COST \$
TOTAL REQUEST		\$	\$	\$

EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)

EXPENSE CATEGORY	DESCRIPTION	COST