

Warren County

State of Ohio

Request for Proposals for an Information System for the Juvenile Division

Warren County Common Pleas Court Juvenile Division

The Supreme Court of Ohio
Information Technology Division
65 South Front Street
Columbus, Ohio 43215-3431



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RESPONSE CHECKLIST

WARREN COUNTY JUVENILE COURT AUTOMATION PROJECT

This checklist is provided as a guide to assist in assembling a response to the request for proposal. Refer to *Section 1 – Detailed Instructions* and *Section 4 – Proposal Format and Submittal* for additional information.

Mandatory Dates:

- _____ Attend the vendors' conference on **February 26, 2009**
- _____ Submit the response by **March 12, 2009 at 4:00p.m.**

Response Packets Must Include:

- _____ 10% bid bond
- _____ 9 copies of the proposal

Proposals Must Have These Sections:

- _____ Total Not-To-Exceed Fixed-Bid Price on the first page
- _____ Executive Summary
- _____ Vendor Profile
- _____ References
- _____ Proposed System Overview (a narrative describing the proposed system)
- _____ completed copy of the Software Technical Requirements section (*Section 7*)
- _____ completed copy of the hardware technical requirements section (*Section 6.23*)
- _____ completed copy of the Bid Response Cost Summary (*Section 8*)
- _____ recommendations for System Backup Procedures
- _____ recommendations for Support and Maintenance
- _____ recommendations for System Implementation, including training
- _____ manufacturers' literature for all hardware proposed
- _____ exceptions to the request for proposal
- _____ required forms

All Forms Listed in Attachment 1 are REQUIRED.

SECTION 1 - DETAILED INSTRUCTIONS

1.0 Request for Proposal Title: Information System for the Juvenile Division of the Warren County Juvenile Court

The Warren County Juvenile Court ("Court") is issuing this Request for Proposal ("RFP") to select a reliable Vendor to install a computer system in the Juvenile Division of Court. This new system includes all the hardware required to implement the described system, networking equipment, workstations, system software, application software, utilities, training, implementation services, maintenance, and documentation. Computerization of the Court functions will enhance information access and increase staff efficiency in the services they provide. The successful Vendor must provide a well-documented, fully operational system meeting the specifications provided in this document.

1.2 Introduction

VENDORS SHALL THOROUGHLY INVESTIGATE THIS DOCUMENT IN ORDER TO PROVIDE SUFFICIENT INFORMATION IN THE RESPONSE FOR TOTAL EVALUATION.

THIS RFP PROVIDES AN ESTIMATE OF THE COURT'S MINIMUM REQUIREMENTS. NO GUARANTEE IS MADE OF ANY SPECIFIC AMOUNTS TO BE PURCHASED. THE COURT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

THE COURT WILL SELECT THE LOWEST AND BEST BIDDER, DETERMINED AT THE SOLE DISCRETION OF THE JUDGE OF THE WARREN COUNTY JUVENILE COURT, AND WILL PRESENT A RECOMMENDATION TO THE WARREN COUNTY BOARD OF COMMISSIONERS, "COUNTY", FOR ACCEPTANCE.

1.3 Eligible Vendor Criteria

Vendors wishing to be considered for award must:

1. Attend the Vendors' Conference on **February 26, 2009**
2. Submit a response proposing a solution that meets the RFP specifications by **March 12, 2009 at 10:00 a.m.**
3. Submit a bid bond in the amount of ten percent (10%) of the total bid with the response by **March 12, 2009 at 10:00a.m.**
4. Submit all forms required in Attachment 1; and
5. If selected by the Court, sign a contract within 28 days of June 04, 2009. If contract not signed within time required, then the Court may terminate negotiations and proceed with the next vendor.

1.4 RFP Timetable

The timetable listed below contains firm and anticipated deadlines. The anticipated deadlines are to be viewed only as projected time frames. The firm dates are actual milestones in the RFP process.

Firm Dates, No Extensions

RFP Issued:	January 29, 2009
Vendors' Conference:	February 26, 2009 1:00 pm to 4:00 pm
Proposals Due:	March 12, 2009 10:00 am

Anticipated Dates

Notification of Request for Interview:	March 26, 2009>
Vendor Interviews:	April 9 to April 10, 2009
Vendor Selection:	May 7, 2009>
Contract Signed and Requisition Assigned:	June 4, 2009
Work Begins No Later Than	30 days from contract signing

1.5 Vendors' Conference Procedure

The Court will hold a Vendors' Conference for the RFP at 1:00 pm., **February 26, 2009**. The Vendors' Conference will be held at the Warren County Juvenile Court, 570 Justice Drive, Lebanon, OH 45036. In order to be eligible to submit a proposal to this RFP, an authorized representative from each Vendor desiring to respond to this RFP shall attend and register at the Vendors' Conference.

It is the Court's intent to answer all questions asked by the Vendors at this Conference. Inquiries will be taken from the floor. However, the Court may elect to respond to any or all questions in writing through an RFP Addendum. Any resulting modification to the RFP requirements will be issued to the attendees only in the form of a written RFP Addendum.

1.6 Publicity

Any use of or reference to this RFP or the Court by the Vendor to promote, solicit, or disseminate information regarding the scope of the Contract is prohibited, unless otherwise agreed to in writing by the Court. Furthermore, the successful Vendor who is awarded the Contract for this installation will advise the Court of any intention to use the Court as a reference or in advertising before initiating any such action and again the Vendor will secure agreement in writing from the Court. Failure to perform these arrangements will be considered a violation of this Contract for which the Court may seek redress through a civil action.

1.7 Communication Restriction

Vendors shall not communicate with any member of the Court's staff concerning this RFP from its release date until a Vendor has been selected and a contract executed, except by the method described in Section 1.8. If a Vendor attempts any unauthorized communication, the Court may disqualify the Vendor from further participation in the RFP process or reject that Vendor's proposal.

1.8 RFP Inquiries

Questions may be asked regarding the RFP and the Court will use its best effort to respond within three (3) working days. All inquiries must be written and include the company name, address and contact name followed by the question. These questions can either be mailed to the Warren County Juvenile Court, 570 Justice Drive, Lebanon, OH 45036, or can be faxed to the Court at 513-695-2345 and directed to the attention of Anthony Brigano, Court Administrator. All questions and answers will be reviewed at the Vendors' Conference. **No further questions concerning how to respond to the RFP will be accepted or answered after the Vendors' Conference.**

1.9 Damages for Failure to Enter into Contract and Provide Performance Bond

The successful Vendor is required to furnish a performance bond, upon failure or refusal to execute and deliver the contract and performance bond required within thirty (30) days after receipt of notice of the acceptance of the bid, shall forfeit to Warren County, as liquidated damages for such failure or refusal, the security deposited with its bid. Warren County shall have the right to expenditures for good cause shown.

1.91 Performance Bond

The successful Vendor will be required to furnish a performance bond for the faithful performance of the contract in a sum of not less than one hundred percent (100%) of the contract price. Said bond shall be that of an approved surety company authorized to transact business in the State of Ohio, to the satisfaction of the Prosecutor for Warren County, Ohio. Agents of bonding companies which write bonds for the performance of the contract shall furnish power of attorney, bearing the seal of the company, evidencing such agent's authority to execute the particular type of bond to be furnished, and evidencing also the right of the surety company to do business in the State of Ohio. A copy of this proof shall be attached to each copy of the contract. This copy shall be a current one, that is, no more than one (1) year old. This bond shall be purchased through a surety company having local agents upon whom service of process may be made.

If at any time after the execution and approval of this contract, and the performance bond required by the contract documents, Warren County shall deem any of the sureties upon bond unsatisfactory, or if for any reason such bond shall cease to be adequate security for Warren County, the Vendor shall within fifteen days after written notice of Warren County to do so, furnish a new or additional bond in form, sum, and signed by such sureties as shall be satisfactory to Warren County. No further payment shall be made to the Vendor unless and until such new or additional bonds are provided by the Vendor. The proposal guarantee shall be returned after a satisfactory bond has been furnished and the contract has been executed.

SECTION 2 - STATEMENT OF WORK

2.0 General

It is the intent of the Court to describe a complete working system. If the description of the working system in the RFP specifications herein does not provide a complete working system which will work in a commercially reasonable manner, then any items omitted from the specifications herein must be provided as part of the Vendor's total not-to-exceed cost in order to deliver a working system and be in compliance with the specifications. In addition, the specifications provided in this document are the minimum requirements. If the Vendor has products or recommendations that improve the system or exceed the requirements, it is to the benefit of the Vendor to include them in the proposal.

The Vendor selected must provide, as a single point of contact, to meet the scope of the RFP. Installation requirements must be coordinated with Court and maintenance staff in advance of actual shipment, including all arrangements relative to physical building layout, etc. After award of the Contract, the selected Vendor must schedule a meeting with the Court to confirm the implementation plan. All products proposed in response to this RFP must be available at the time of RFP submission.

The Court may delay any delivery to a mutually agreeable time. The system delivery and installation schedule is detailed under the Implementation Time Frame portion of this RFP (Section 1.4, page 3)

1. All shipments by the Vendor shall be FOB destination and delivered to: Warren County Juvenile Court, 570 Justice Drive, Lebanon, OH 45036, Attention: Anthony Brigano, C.A.

2.1 Background of the Warren County Juvenile Court

The Warren County Juvenile Court located at 570 Justice Drive, Lebanon, OH 45036, services a population of 206,430 (estimated as of 2008).

Case Statistics for Warren County Juvenile Court

<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>
4897	4873	5359	5427	5212	4722

Presently the Court has 86 full-time staff positions as follows:

Juvenile Court Staff

Clerks	10
Probation	10
Judicial	15
Finance	2
MHYC	21
Court Clinic	7
JDC	21
Total	86

SECTION 3 - GENERAL SYSTEM REQUIREMENTS

3.0 Existing Computer Equipment

The Warren County Juvenile Court will provide any needed equipment. Bidder is required to provide hardware specifications needed with their system.

3.1 System Capability and Scope

As stated earlier, the purpose of this RFP is to implement a new computerized Case Management system to further improve information access and increase staff efficiency in the administration of justice. The Court desires a local area network configuration of personal computers and printers, with video and centralized access to court management applications and centralized backup. The application server(s) must incorporate “zero wait state” hardware with a system speed of not less than 3.2 GHz. The system should have the capacity to accommodate additional components as the Court may decide.

Lastly, all equipment specified by the Vendor must be UL approved or a recognized equivalent certification agency and the manufacturer must be in sound financial status. The Warren County Juvenile Court requires that all, servers, and auxiliary equipment bid be major brands with the most current software.

“Clones” will not be considered.

3.2 Software

As stated earlier, the Court is seeking a software solution for the daily operations of the Court. The functions that have been identified are as follows:

1. The software should have the following roles (a) a general court user, to include Judicial and Administrative Staff, Juvenile Court Clerks, Probation Staff, Juvenile Detention, Residential Treatment, Court Clinic and CASA (b) an I.T. Administrator, (c) and read only access to include; CSEA, Children Services and Prosecutor’s Office.
2. Juvenile Court Information Management software should be able to track the work flow of the case from intake until case completion, to include docketing and scheduling functions.
3. The solution should include the capability to track the following divisions of the court to include (a) Juvenile Probation (b) Juvenile Detention (c) Residential Treatment (d) Court Clinic (e) CASA
4. The software should integrate with the following third party applications already in production at the Court; (a) County’s AS – 400 Payroll applications which, cannot be changed (b) Viva Jr. the Court’s drug screening application (c) BIS Digital Recording Software and (d) OnBase Scanning application, (e) Outlook for calendaring.

The specifications and requirements for this software are located in Section 7 of this RFP and must be completed as part of the Vendor's response.

3.3 Office Suite

The Court uses word processing for the preparation of opinions, special forms, standard court documents and general correspondence. Microsoft Office XP Professional Edition is the preference of the Court. The court will provide all Office Software. The vendors' product must integrate with Office XP.

3.4 Security

The Court is concerned about the security of the system and data. The Vendor must provide security through hardware, preventing unauthorized outside access, and software, confining authorized access to the appropriate areas and preventing unauthorized outside access. The Vendor must describe its security recommendations in the system overview as described in Section 4.6.

3.5 Communications

The Court would like to incorporate within the new system remote access to support system servicing by the Vendor.

Also, the Court wishes to have the ability to provide to certain non-Court entities such as the Sheriff, Prosecutor, ODYS, Child Support Enforcement Agency, and Children Services remote view only access to certain case information, not available to the general public. The vendor is expected to make suggestions as to how this information should be made available, how it will be secured, and an estimate of any special or additional costs.

3.6 Users Group

The Judge and Court personnel are committed to developing and maintaining a quality comprehensive system. In addition, the Court is interested in collaborating with other courts that are using the selected court system software. Therefore, the selected Vendor must have an active users' group and demonstrate that they, the Vendor, have been responsive to the users' requests for changes.

3.7 Hardware

The Court will provide all hardware for the engagement. The Vendor will supply all specifications for the proposed Case Management System.

3.8 Networking

The Warren County Juvenile Court will not require cabling and networking services for its offices. The County already has a networked system in place and the County IT Department will handle this work. The Vendor will be required to communicate any networking needs to the Court for follow through.

3.9 Maintenance

Vendor warrants purchased software for one year after acceptance. The Vendor is also required to provide a three (3) year Maintenance Agreement to the Court at a fixed cost.

In addition, after the first four (4) years of operations, the Vendor may not increase annual maintenance beyond a percentage equal to the increased change of the Consumer Price Index annually for that period measured by the CPIU-Cincinnati.

3.10 Principle Period of Maintenance During Warranty Period

On-site maintenance shall be available during the normal operating hours of the Court, which are 8:00 A.M. – 6:00 P.M. Monday through Friday.

The specifics of the Maintenance Agreement are set forth in Section 6.24. In addition, so long as Warren County does not breach the Contract, the Vendor may neither discontinue nor drop the Court from any previously contracted maintenance or support.

3.11 On-Site Application Support and Software Changes

Vendor shall provide on-site application support and telephone support for the software as part of the Maintenance Proposal to be quoted in Section 8 following acceptance...

Further, the Court requires a method to facilitate system servicing through VPN access to the Case Management System. A backup access plan will be used through a secure modem link between the Vendor and the Court for problem identification and resolution.

As long as a Maintenance Agreement which includes all application and system software exists between the Vendor and the Court, the Vendor agrees to the following:

The Vendor will formally request the Court twenty-four (24) hours in advance either by phone or in writing to the System Administrator for authorization for any program enhancements, problem resolutions or changes to any applications, or system software; and

The Vendor agrees not to eliminate, reduce or depreciate any functions performed by the installed software unless agreed to by the Court's System Administrator.

In the event of any change to any software residing on this system without authorization by the System Administrator which leads to a software or hardware failure or reduction in the performance of any software or hardware, the Vendor agrees to reimburse the Court for any actual and direct damages or actual and direct losses incurred by the Court. In the event that direct losses or direct damages are uncertain or difficult to ascertain, the Vendor agrees to pay the Court liquidated damages in the amount calculated by using the Not-To-Exceed Fixed Price amount in Section 8, the Cost Summary, divided by 180 which yields a per day amount. Said payments shall accrue from the first day of an incident, until the day that it is agreed to by the Vendor and the Court that the failure has been remedied, or until 180 days from the first day of failure, whichever is sooner. The Judge of the Warren County Juvenile Court may, in writing,

waive or delay the accrual of liquidated damages. In addition, the Vendor agrees that the Court shall have the right to terminate the Contract, either in whole or in part, without liability to the Court. The Vendor agrees that the calculated per day amount is not a penalty.

No delay or omission to exercise any right or option accruing to the Court upon any failure caused by the Vendor shall impair any such right or option or shall be construed to be a waiver thereof, but any such right or option may be exercised from time to time and as often as may be deemed expedient by the Court.

3.12 Network Maintenance

The Court will conduct all Network Maintenance internally

3.13 Security from Viruses and Other Malware

The Court will provide all security from Viruses and other malware. The Vendor is required to detail the requirements for any security for the proposed system.

3.14 Training

In order to become an efficient and effective user of this system, training is required. It is desirable for the Court to plan on all training to occur on-site and to accommodate the hours of operation of the Court. Employee time and travel expenses can be conserved if the training occurs at the Court. Therefore all proposals should consider the Court as the primary site for all training and training must occur separately for each department. The three locations (the Juvenile Court, the Juvenile Detention Center and Mary Haven Youth Center) and their personnel will be available at a mutually agreeable time scheduled in advance. Training shall be provided for all software products recommended especially for System Administrators and “super users” whom will be given detailed training on all aspects of the application. Prior to the start of training, the Vendor must perform a preliminary review of all Court operations and all software options with Court staff in order to insure maximum utilization of the system. Upon completion of all product and system training, typed schedules of all daily, weekly and monthly activities for all employees and the System Administrators must be provided to the Court Deliverable of System Admin Playbook specific for Warren County. (i.e. Any custom work must be included and maintained so Warren Co. can keep the system up and running. to consider this Vendor responsibility complete. The training recommendation must be explained in detail.

The Vendor is responsible to document and train any processes and procedures for any custom coding for the application that is needed as a result of this RFP.

3.15 Software Licensing and Application Software Documentation

The Vendor shall grant to, or obtain for, or on behalf of, the Court a perpetual, non-revocable, non-transferable, and non-exclusive license to use the software and documentation related thereto for each CPU provided hereunder. Such documentation shall include all operator and user manuals, training materials, programmer reference manuals, system administration guides, listings, specifications, and other materials necessary for the proper and successful use of the system. The Vendor shall deliver to the Court three (3) complete copies of the documentation.

The Court shall have the right, as part of the license granted hereunder, to make as many additional copies of the documentation as the Court deems necessary. The Court may make one backup or archive copy of the software for the installation site, which may be stored off-site.

In addition, the Vendor shall provide a copy to the Court, privileged from distribution to other persons, of all source code, object code, database layouts and structured software codes and other materials, so that the Court can replicate in all respects the program of the Vendor in the event of the Vendor's discontinuance from business, insolvency, catastrophic destruction or in the event of the termination of this Contract in order for the system information to be properly downloaded onto the system of some other provider. If the Vendor will not provide source code to the Court, source code escrow will be acceptable. Detailed information must be provided in the System Overview Section 4.6 of the Vendor's bid explaining the source code site, storage and update policies and what elements are stored. If the Vendor chooses to Escrow the code the Vendor is required to purchase the Escrow account at no cost to the Court.

3.16 Installation Considerations

All work performed by the Vendor will comply with all local, state and federal health and safety laws and regulations.

Vendors may propose any configuration they feel is equivalent and meets the RFP requirements.

All custom coding is work made for hire. The Vendor must provide the source code or source code escrow. Work made for hire is defined by 17 USC 101 et seq. All custom coding paid for by the Court under this contract is owned by the Court.

3.17 Future Considerations

The system proposed should have a growth path that will support 150 peripheral devices as specified and allow the original I/O devices, architecture, operating system, and application software to be utilized without modification. The system proposed should have sufficient memory, processor capacity and other necessary resources to support all available users on the system at the same time, running at least eighty (80) simultaneous sessions of the Court application software executing similar or different functions in all available operating modes while maintaining an access speed of a "zero wait state", or an explanation of response time of the proposed system.

In the future, the Court must be provided the latest version available in software products quoted by the Vendor and such revisions must be provided and installed in the Court not later than thirty (30) days after the publication or announcement of such revision. Additionally, the Court must be the registered user of any other products that are provided as adjuncts to this system.

The system must accommodate all future statutory, administrative and superintendence rule modifications, including without limitation, the reporting requirements of the Ohio Auditor of State, Ohio Bureau of Motor Vehicles, Ohio Department of Youth Services, BCI&I, Ohio Division of Vital Statistics, Ohio Treasurer of State and Supreme Court of Ohio. These modifications must be installed in the user system not later than 30 days before the effective

date of the change as published by the issuing agency. It is the Vendor's responsibility to be informed and remain informed of all present and future statutory, administrative and superintendence rule modifications, and any changes issued by an agency that requires changes in the record keeping or other functions performed by the Court.

3.18 Warranty Terms and Conditions

All materials quoted shall carry an unconditional warranty minimum of one (1) year on-site repair, or such greater terms as provided by the manufacturer, on all parts, service, travel, and any other expenses incurred. The one (1) year warranty begins when the materials have been installed and the system is functioning to the Court's satisfaction. Maintenance time does not start accruing until the one (1) year warranty is over. The warranty does not start until the Court signs a formal acceptance document.

3.19 Documentation of the System

After delivery and installation of all software and before training begins, the Vendor will submit in a single organized binder the following:

Title: System Documentation

- 1 A listing of all Vendor application software and third-party software with any special identification (i.e., serial number);
- 2 Original licenses for all software listed above
- 3 All media for software listed above;
- 4 Vendor documentation on procedures for maintenance and help desk calls, and the Vendor's customer response policy.

3.20 Innovations, Accessories and Enhancements

The Court recognizes that many Vendors have distinguished themselves and their products through innovations, accessories and enhancements. The Court considers this an important element in the selection of a Vendor and solution, since these improvements reflect on the Vendor's commitment to their product and to this market. Therefore, we have added Paragraph 9.8 to the Cost Detail Sheet (*Section 8*) to allow the Vendor to detail these items and efforts.

3.21 Data Conversion

The Juvenile Division is currently on an in-house Case Management System on an AS400.

The Court has assembled a rich repository of data that is necessary for efficient operation of the Court. They have no intention of abandoning or relegating the data to storage files. Therefore, all responses to this RFP must include a plan and cost to convert this data to the new proposed system. This cost (*Section 8*) and a detailed explanation (*Section 4*) of conversion must be included in the bid response.

Specifically, the Courts will provide the raw data it wishes to have converted in an ASCII format, accompanied by data element maps to aid in interpretation. The Courts will also provide coordination and limited technical assistance. Conversion programs to extract the raw data from the ASCII files and populate the selected Vendor's database will be the responsibility

of the new Vendor. It is imperative that this data transfer be complete, thorough, and with minimum interruption.

The Court expects that as much of its current data as is economically and reasonably possible must be converted. The Court recognizes that applications vary in what and how data is collected. The Court also recognizes that data elements of a descriptive, narrative variety may not translate well to data elements that are specifically defined, codified or table-driven. The Court also recognizes that data elements that have been inappropriately or erroneously used may not translate well. Given these conditions however, the Court nevertheless requires a “best efforts” approach to its data conversion. Before executing the data conversion the Vendor will provide a detailed report the Court in writing which data fields will transfer to the new system, and which data fields will not. The cost of this conversion must be identified in the appropriate section of the Cost Summary Sheet (*Section 8*).

SECTION 4 - PROPOSAL FORMAT AND SUBMITTAL

4.0 Introduction

These instructions describe the required format for a Vendor's proposal. The Vendor may include any additional information considered pertinent. An identifiable tab sheet shall precede each part for easy reference. The proposal submitted shall follow the same format as described below. All pages, except preprinted technical inserts, shall be sequentially numbered.

All materials submitted in response to this RFP shall become the property of the Court and may be returned only at the Court's option. All submitted proposals shall be open to public inspection for one day on March 12, 2009 1:00 – 3:00 at 570 Justice Drive Lebanon, Ohio 45436 and this day only; however, if the Vendor's proposal contains trade secrets the Vendor can identify those in a special section which will be removed during this public inspection period.

Any proposal submitted must include the following:

1. A *bid bond* in the amount of ten percent (10%) of the total bid;
2. The Vendor's *Total Not-to-Exceed Fixed-Bid price* prominently captioned on the first page;
3. An *Executive Summary* in the form of a cover letter;
4. A *Vendor Profile*;
5. *References*;
6. A *System Overview*;
7. An itemized *Cost Detail Explanation*, including exact hardware specifications;
8. A completed *Hardware Technical Requirements* section (Section 6.23);
9. A completed *Software Technical Requirements* section (Section 7);
10. A section detailing *System Backup Recommendations*;
11. A section detailing *Recommendations for Support and On-going Maintenance*;
12. A section detailing any *Exceptions to the RFP*;
13. A projected *Implementation Schedule*, including training recommendations;
14. A fully completed *Cost Summary Form* (Section 8);
15. *Technical Documentation*;
16. *Proof of insurance*; and
17. Complete *all required forms* in Attachment 1.
18. Successful bidder is required to submit a performance bond of 100% of the fixed bid price.
19. Trade Secrets (Section not viewable by competitors)

Nine copies of each proposal must be submitted. Vendors may propose more than one solution in response to the RFP, but each solution must be submitted as a separate proposal.

Proposals are due no later than March 12, 2009 @ 10:00 am. Proposals or unsolicited amendments to proposals received after March 12, 2009 @ 10:00 am will not be considered. Vendors mailing proposals should allow for normal mail time to ensure the timely receipt of their materials. Proposals must be mailed or delivered. Electronically transmitted proposals of any kind will not be accepted.

Send proposals to:
Warren County Juvenile Court
570 Justice Dr.
Lebanon, Ohio 45036

Attn: Anthony Brigano

Please clearly mark the submission "Bid for an Information System for the Warren County Juvenile Court" on the outside of the package.

4.1 Bid Bond

Submit with the response a bid bond in the amount of ten percent (10 %) of the total bid issued by a corporate surety licensed to do business in the state of Ohio.

4.2 Total Not-to-Exceed Fixed-Bid Price Prominently Captioned on the First Page

Immediately following the title page and index, please include a page in the response that clearly and conspicuously displays the Vendor's total bid price.

4.3 Executive Summary

A brief description of the scope of services to be provided by the Vendor must be stated. A positive commitment assuring that the overall system implementation will be successful must be made. In addition, the Vendor must identify their philosophy of improving and maintaining this software product as well as how they will deliver enhanced versions of this software to the customer. This cover letter should be signed by a representative authorized to legally bind the company, and must include the Vendor's main contact for contractual issues, the purchase order address and the tax identification number.

4.4 Vendor Profile

A description of the range of products and services relating to this project that are provided by the Vendor must be included. The length of time the proposed hardware and software has been available on the market, and the number of systems installed by the Vendor and their approximate size must be stated.

This section shall also include a description of the Vendor's experience from 1998 to present relevant to this RFP and a current financial statement prepared by the Vendor's independent auditor. In addition, if the Vendor is certified by manufacturer for reselling, training or any other function, proof of certification must be provided to substantiate certification.

4.5 References

All users of the proposed court application products that have been successfully installed since 2000 are preferred. In addition, Ohio references must have been audited by the office of the Auditor of the State of Ohio with the Vendor's system in place during the audit. References provided must agree to be interviewed by the Court concerning the Vendor's products and services.

4.6 System Overview

The Vendor must provide a narrative or diagram overview of the operations of the fileserver and its components, LAN hardware, software and topology, proposed peripherals, application software and system software as contained in the Vendor's response. In addition, the Vendor should state how this proposed system responds to the performance requirements identified in this RFP. Finally, as identified in previous sections, the Vendor must elaborate on system security, source code or source code escrow, maintenance / support and the migration / installation process.

4.7 Cost Detail Explanation

A listing of the line items being proposed for the system including all specifications, components, professional services, training, conversion, quantities and individual and extended costs must be given. The total price of the Cost Detail Explanation provided in this section must equal the total cost in the Summary Form (*Section 8*).

4.8 Hardware and Software Technical Specifications

The Court will provide all hardware for the engagement. The Vendor will supply all specifications for the proposed Case Management System.

4.9 System Backup Recommendations

Recommendations for accomplishing high-speed, single-tape backup of all system information must be provided, including recommendations on the use of incremental backup procedures. The amount of time required for full backup and recovery of system information, as well as for the operating system only, must be stated. Further, the recommended backup process must occur after normal working hours in an unattended mode. The proposed system must provide an obvious alert if a second tape becomes needed. The proposed system must provide an obvious alert if a backup process fails for whatever reason. The proposed system must provide a data verification process.

The system must have the capability of producing both a summary or detailed report of the process at the System Administrator's request. Finally, it is important that the backup/restore software can selectively restore one, several or all files from the backup media.

4.10 Recommendations for Support and On-going Software Maintenance

Service Level Agreement (SLA)

The Court desires a Service Level Agreement (SLA) with the vendor outlining services so that they are measured against requirements. For the purposes of this RFP, an SLA is defined as a contract between a vendor and a customer that specifies, usually in measurable terms, what services and timeline the vendor will furnish that can be measured to show proof of service.

Identify annual maintenance costs to provide four (4) hour critical and eight (8) hour non-critical response and best effort.

SLA metrics for the SLA will be negotiated by the Court and the Vendor. Examples include:

- What percentage of the time services will be available
- The number of users that can be served simultaneously
- Specific performance benchmarks to which actual performance will be periodically compared
- The schedule for notification in advance of changes that may affect users
- Help desk response time for various class of problems
- Dial-in access availability
- Usage and SLA statistics on tracked metrics

Please note that timing begins when the Vendor is notified of a service need. Failure to meet SLA agreement will result in credits being applied to maintenance costs. Credits applied are then prorated cost per day of the Maintenance Contract. For example, a \$15,0000 Maintenance Contract equates to a cost of \$62.00 per day cost, using 252 business days per year. Thus, a five (5) day delay would result in a credit of \$310.00 for next year's maintenance costs.

Finally, the Court requests a three (3) year, per-year fixed price fee for maintenance costs after the warranty period in the *Maintenance Proposal With Three Years Projection* section of the Cost Summary (*Section 8*).

In addition, after the warranty year and the first three (3) years of operation, (4 years total) the Vendor may not increase annual maintenance beyond a percentage equal to the increased change of the Consumer Price Index annually for that period measured by the CPIU-Cincinnati.

4.11 Exceptions

Any exceptions to the Request for Proposal must be clearly stated and must reference those sections concerned.

4.12 Implementation Schedule with Training Overview

The Court estimates issuing a purchase order during the second quarter of 2009, and requests implementation as soon as possible. The Court requires the Vendor to respond with an anticipated Implementation Schedule that reflects their availability after this date.

Provide an overview of how training will occur.

4.13 Cost Summary Form

The Vendor must complete and submit Section 8 in its entirety.

4.14 Technical Documentation

Descriptive manufacturers' sales literature, and other supporting technical literature that references and substantiates the compliance of the software features must be included.

4.15 Proof of Insurance

The Vendor shall provide proof of Workers' Compensation Insurance coverage. The Vendor also shall provide proof of Employees' Liability or Vendor's Insurance, or both for no less than two million dollars liability coverage.

4.16 Required Forms – Attachment 1

The Vendor shall complete and submit all forms listed in Attachment 1.

SECTION 5 - EVALUATION AND SELECTION

5.0 Evaluation of Proposals

A committee of Court personnel will evaluate the proposals. The Evaluation Committee reserves the right to reject any and all proposals in whole or in part received in response to this request. The Evaluation Committee may waive minor defects that are not material when no prejudice will result to the rights of any other Vendor or the public. In addition, the Court reserves the right to waive any technical requirements.

5.1 The Evaluation Process

In determining the lowest and best bidder, the Evaluation Committee will make its recommendation based upon its determination of which Vendor constitutes the lowest and best bidder as provided by ORC 307.90. In determining the lowest and best bidder, the Evaluation Committee will consider the stability of the Vendor and the quality of the proposals and cost.

The first phase of this process will be to review and confirm that all proposals submitted comply with the format and content requirements specified in Section 4 of the RFP. Some common errors that may constitute grounds for rejection of the Vendor's proposal are as follows:

1. Failure to sign all copies of the proposal;
2. Failure to submit nine copies for evaluation purposes;
3. Failure to submit a cost for each and every item required;
4. Failure to submit the proposal by the deadline;
5. Sending the proposal with postage due;
6. Taking exception or proposing additions to the Contract terms, conditions, or requirements of the RFP;
7. Taking exception to the mandatory technical terms, conditions, or requirements of the RFP;
8. Failure to submit Proof of Insurance forms; or
9. Failure to comply with statutory requirements

As described in **SECTION 4 – PROPOSAL FORMAT AND SUBMITTAL**, the vendor must entirely complete and submit the following:

- A bid bond,
- Executive summary,
- Vendor profile,
- References,
- System Overview,
- Cost Detail Explanation,
- Hardware Technical Specifications (server requirements),
- Software Technical Requirements,
- System Backup Recommendations,
- Recommendations for Support and On-going Maintenance,
- Exceptions to the RFP,
- Implementation Schedule,

- Cost Summary,
- Technical Documentation,
- Proof of Insurance,
- Buy Ohio form,
- Delinquent Property Taxes Affidavit,
- Non-collusion Affidavit,
- Campaign Contributions Affidavit.

If a Vendor fails to comply with any of these requirements, its proposal may be rejected.

The second phase of this process will be to evaluate the quality of the response and its proposed costs. The committee will review closely the proposed equipment and software and associated costs. Both the Vendor and its proposal will be examined to determine the capabilities of the company and the quality of the proposed system. Each section of the document will be examined closely and will be judged as to which Vendor was the lowest and best bidder as described in section 5.1 earlier. The proposed hardware specifications and software and their associated costs are also important in this proposal. Creative recommendations that further enhance the quality of the proposal will be favorably noted.

Lastly, the committee will investigate references for work performed by the company. If the Court determines that any of the references provided could not be contacted or verified, or the information obtained during the course of the verification process negates the responses of the Vendor's proposal, the Court may reject the Vendor's proposal. Further, the committee may interview the Vendor's Project Manager and possibly other personnel. Additionally, the Court may choose to visit the facilities of the Vendor to review a demonstration of their proposed solution before a recommendation for award is made.

With this information, the committee will select a Vendor to whom the Contract will be awarded in accordance with the timetable in Section 1.4. This process is intended to fairly evaluate the Vendors and to provide the Court with a candidate who can perform the work identified. THE COURT WILL SELECT THE LOWEST AND BEST BIDDER, AS DETERMINED AT THE SOLE DISCRETION OF THE WARREN COUNTY JUVENILE COURT, AND WILL PRESENT A RECOMMENDATION TO THE WARREN COUNTY BOARD OF COMMISSIONERS FOR ACCEPTANCE.

SECTION 6 - TERMS AND CONDITIONS

6.0 The Contract

The Contract ("Contract") shall consist of the following in order of controlling priorities for priority in conflict between documents: See Attachment 6

- A. The Requisition issued under the Contract;
- B. The executed Agreement for hardware, software, training, and maintenance services between the selected Vendor and Warren County, Ohio;
- C. Any addenda issued by the Court;
- D. The Request for Proposals ("RFP") for an Information System for the Warren County Juvenile Court.
- E. The selected Vendor's response document to the RFP

6.1 Prime Vendor Responsibilities

The selected Vendor shall assume responsibility for all services and the system offered in the proposal whether or not it produces them. Further, the Court will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract.

6.2 Related Contracts

After award of the Contract, the Vendor shall not hire or use subcontractors not previously identified in the proposal without prior written approval from the Court. No subcontractor may be used to create any custom software absent approval by the Court and subject to prior approval by the Court. Any contract must include "work made for hire" language for the benefit of ownership by Warren County, Ohio. No approval is required for the purchase of articles, supplies, components or the procurement of mechanical services, provided those articles, supplies, components, or mechanical services do not include installation, programming, hardware, or other goods and services of the kind contemplated by the Contract. All work subcontracted shall be at the expense of the Vendor.

6.3 Time of Performance

This Contract shall be binding upon both parties upon receipt by the Vendor of a fully signed copy of the Agreement for Services and receipt of a fully executed Requisition.

6.4 Terms and Conditions

All pricing, terms and conditions submitted in the Vendor's responses shall remain firm for a period of one hundred twenty (120) calendar days after the scheduled RFP due date or a Requisition is issued, whichever is sooner.

6.5 Record Keeping Requirements

The Vendor shall maintain all financial records in a manner consistent with generally accepted accounting principles. Documentation to support each action shall be filed in a manner allowing it to be readily located.

All disbursements made for the Contract shall be for obligations incurred in the performance of this Contract and shall be supported by contracts, invoices, vouchers, and other data appropriate to support the disbursements.

All disbursements for the Contract shall be for obligations incurred only after the effective date of the Contract, unless specific authorization for prior disbursements has been given in writing by the Court.

During the period covered by this Contract and until the expiration of five (5) years after final payment under the Contract, the Vendor agrees to provide the Court, its duly authorized representative, and any person, agency, or instrumentality providing the Court with financial support to the work undertaken hereunder with access to and the right to examine any books, documents, papers, and records of the Vendor involving transactions related to the Contract.

6.6 Entire Agreement

BY SUBMITTING A PROPOSAL, THE VENDOR ACKNOWLEDGES THAT IT HAS READ THIS RFP, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS REQUIREMENTS, TERMS AND CONDITIONS. THE VENDOR FURTHER AGREES THAT THE CONTRACT (attachment 6), AS OUTLINED IN THIS DOCUMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN THE PARTIES AND SUPERSEDES ALL PROPOSALS, ORAL OR WRITTEN, AND ALL OTHER COMMUNICATION BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THE CONTRACT. THE CONTRACT MAY BE MODIFIED ONLY IN WRITING, SIGNED BY THE VENDOR AND THE COURT. THE COURT RESERVES THE RIGHT TO DISQUALIFY ANY PROPOSALS THAT TAKE EXCEPTION TO OR LIMIT THE RIGHTS OF THE COURT UNDER THE REQUIREMENTS, TERMS, AND CONDITIONS OF THE RFP. FURTHERMORE BY PROVIDING THE COURT WITH A PROPOSAL BASED ON THE RFP, THE VENDOR EXPRESSLY WARRANTS THAT THE VENDOR'S PROPOSED SYSTEM WILL FULFILL THE REQUIREMENTS OF THE RFP EXCEPT AS SPECIFICALLY EXCEPTED BY VENDOR. SUCH EXCEPTIONS AFFECT CONSIDERATION OF DETERMINATION OF THE LOWEST AND BEST BIDDER.

6.7 Conflicts of Interest

No personnel of the Vendor or member of the governing body of any locality, or other public official or employee of any such locality in which, or relating to which, the work under this Contract is being carried out, and who exercises any functions or responsibilities in connection with the review or approval of the undertaking or carrying out of any such work, shall prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible, or in conflict with the discharge and fulfillment of such person's functions and responsibilities with respect to the carrying out of said work.

Any person who acquires an incompatible or conflicting personal interest, prior to, on, or after the effective date of this Contract, or who involuntarily acquires incompatible or conflicting personal interest, shall immediately disclose that interest to the Court in writing. Thereafter, such person shall not participate in any action affecting the work under this Contract, unless the Court determines that, in light of the personal interest disclosed, such person's participation in any such action would not be contrary to the public interest.

6.8 Headings

The headings used in this RFP are for convenience only and shall not affect the interpretation of any of the terms and conditions.

6.9 Governing Law - Severability

The validity, construction, and performance of this RFP and the resulting Contract and the legal relations among the parties to the RFP and resulting Contract, shall be governed by and construed in accordance with the laws of the State of Ohio, including, without limitation, case law and administrative rules. Venue shall only be proper in Warren County, Ohio. If any provision of the RFP and resulting Contract or the application of any such provision shall be held by a court of competent jurisdiction in Ohio to be contrary to law, the remaining provisions of the RFP and resulting Contract shall remain in full force and effect.

6.10 Compliance with the Law

The Vendor agrees to comply with all applicable federal, state, and local laws in the conduct of the work under this Contract. The Vendor accepts full responsibility for payment of all taxes and insurance, including workers' compensation insurance premiums, unemployment compensation insurance premiums, all income tax deductions, and social security deductions for all work authorized by this Contract.

6.11 Responsibility for Claims

The Vendor agrees to indemnify, defend, and hold harmless the Court, Warren County, Ohio, and their officers, agents, and employees from any and all liabilities, claims and losses resulting to any person, firm, or corporation who may be injured or damaged by the wrongful or negligent malfeasance, misfeasance, or nonfeasance of the Vendor's employees and the Vendor's products in the performance of the Contract.

6.12 No Additional Waiver Implied

If the Court or the Vendor fails to perform an obligation or obligations under the Contract and that failure subsequently is waived by the other party, the waiver shall be limited to the particular failure so waived. Waiver by the Court shall not be effective unless it is in writing.

6.13 Default by the Vendor

The Court declares and the Vendor acknowledges that the Court may suffer damages resulting

from the failure of the Vendor to act in accordance with the requirements, terms and conditions of the Contract. The Vendor agrees that the Court has not waived any of its rights or remedies concerning the failure of performance by the Vendor unless the Court executes a written waiver of rights or remedies.

Unless expressly stated elsewhere in the Contract, the Vendor agrees that it shall correct any failure of performance within ten (10) working days of written, oral or actual notice thereof. If the Vendor does not correct the failure or failures within the ten (10) working days, the failure or its lack of correction shall constitute default on the part of the Vendor.

If, by reason of force majeure, the Vendor is unable in whole or in part to perform under the Contract, the Vendor shall not be deemed in default during the continuance of such inability. As used in this document, the term "force majeure" means without limitation: acts of God; acts of public enemies; insurrection; riots; epidemics; lightning; earthquakes; fire; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; and explosions. After the force majeure has ceased, the Vendor shall remedy with reasonable dispatch its obligation(s) contained herein.

In the event the Vendor is unable to act in accordance with the Contract for a period of ten working days by reason of force majeure, the Court shall have the right at its option to terminate the Contract and retains any part of the system that has been accepted upon payment by the Court to the Vendor for such part of the system.

6.14 Vendor Limitation of Liability and Remedies

The Vendor's entire liability and the Court's sole and exclusive remedies for claims related to or arising out of the Contract for any cause and regardless of the form of action, whether in contract or in tort, shall be as set forth in the Contract, including all legal and equitable remedies.

In the event of default as defined in Section 6.13 the Vendor agrees to reimburse the Court for any actual and direct damages or actual and direct losses incurred by the Court. In the event that direct losses or direct damages are uncertain or difficult to ascertain, the Vendor agrees to pay the Court liquidated damages in the amount calculated by using the Not-To-Exceed Fixed Price amount in Section 8, the Cost Summary, divided by 180 which yields a per day amount. Said payments shall accrue from the first day of a default, until the day that it is agreed to by the Vendor and the Court that the default has been remedied, or until 180 days from the first day of default, whichever is sooner. The Judge of the Warren County Juvenile Court may, in writing, waive or delay the accrual of liquidated damages. In addition, the Vendor agrees that the Court shall have the right to terminate the Contract, either in whole or in part, without liability to the Court. The Vendor agrees that the calculated amount per day is not a penalty.

No delay or omission to exercise any right or option accruing to the Court upon any default by the Vendor shall impair any such right or option or shall be construed to be a waiver thereof, but any such right or option may be exercised from time to time and as often as may be deemed expedient by the Court.

NOTWITHSTANDING ANY LANGUAGE TO THE CONTRARY, THE VENDOR SHALL

BE LIABLE FOR ANY PERSONAL INJURY OR DAMAGE TO REAL PROPERTY OR TANGIBLE PERSONAL PROPERTY, CAUSED BY THE FAULT OR NEGLIGENCE OF THE VENDOR.

6.15 Indemnity

At its own expense, the Vendor shall defend any suit brought against the County and/or Court, including, but not limited to, its public officials and Court employees, based on a claim that the system or any part of the system furnished under this Contract infringes a United States Patent or Copyright or constitutes misuse or misappropriation of a trade secret, provided the Vendor is given prompt notice in writing of the suit and is given authority and information required for the defense of same. The cost of any suit, or damages for which the Court is liable that are attributable to the claim, shall be borne by the Vendor.

If the system or any part of the system furnished is likely to or does become subject to a claim of infringement of a United States Patent or Copyright or constitutes misuse or misappropriation of a trade secret, at its own expense, the Vendor shall do one of the following:

1. Obtain the right for continued use of the system or part of the system by the Court;
2. Modify or furnish a substitute for the alleged infringing system or part of the system for the Court;
3. Take back the system or part of the system subject to the Court's concurrence, and issue a refund to the Court for the depreciated value of the system or part thereof, calculated on a straight-line basis over six (6) years.

The Vendor shall not exercise the third option until the Court has evaluated the first two options. Any system or part of the system substituted under the second option shall be equivalent to or exceed in quality or performance of the original accepted system or part of the system. All options are subject to approval by the Court, provided that no prior approval or concurrence by the Court shall be required for removal of the system or part of the system if its use has been enjoined by a Court of competent jurisdiction in Ohio. If the use of the system or part of the system has been enjoined by a Court of competent jurisdiction in Ohio, the Vendor shall issue a refund to the Court as provided in option three above.

Vendor shall not have any liability to the Court under this indemnity clause for any claim that is caused by use of any system or part of the system in any manner for which it was not designed or by modifications to the Application Software by the Court without the Vendor's approval.

THE FOREGOING STATES VENDOR'S ENTIRE LIABILITY AND THE COURT'S SOLE REMEDIES FOR ANY LOSS OR DAMAGE ARISING FROM INFRINGEMENT.

6.16 Assignment

Neither this Contract nor any rights, duties, or obligations described in this Contract shall be assigned by either party without the prior written consent of the other party.

6.17 Cancellation of Contract

The Court reserves the right to cancel the Contract at any time, without cause, upon two (2) weeks written notice to the Vendor. At any time should the Court be dissatisfied with services received by the Vendor's personnel, the Court, in addition to the other remedies set forth in the Contract, shall have the right to request replacement personnel that the Vendor shall provide at no additional cost to the Court. The Vendor agrees to honor all such requests and replace personnel within ten (10) calendar days of written notice. The replacement personnel shall be qualified and acceptable to the Court, which shall have the opportunity to interview replacement personnel before selection. The Court shall have approval as to all personnel replaced under both paragraphs of this Section.

Unless the Court terminates the Contract as provided in this section, the Vendor shall not remove any personnel without thirty (30) days prior written notice to the Court. The Vendor shall be prepared to replace such personnel. At least two (2) resumes for replacements shall be supplied within five (5) days of notifications to the Court that personnel are being removed or receipt of a request from the Court to remove personnel. The Vendor's obligations under the Contract shall continue notwithstanding the fact that Vendor personnel is being removed or receipt of a request from the Court to remove personnel. If the Vendor fails to give the notice required by this section, or if the replacement personnel are unacceptable, the Court shall have the right to terminate this Contract or demand new personnel as specified above and the Vendor agrees to reimburse the Court for all damages and expenses associated with locating replacement personnel. The rights and remedies of the Court set forth in this section shall not be exclusive of any other rights or remedies of the Court arising under the Contract or by operation of law.

6.18 Ownership

The Vendor hereby assigns, transfers, and conveys to the Court all rights, title, and interest in any computer software, computer hardware, systems design, source code, object code, work papers, and all other information, documents and material prepared by the Vendor for or in connection with the Contract. Computer software, systems design, source code, and all other information, documents, and materials prepared for or in connection with the Contract by the Vendor's personnel shall become the property of the Court. Work papers pertaining to the tasks and reports shall be made available, upon request, to the Court Project Manager or his or her representative for review, inspection, and, if desired, reproduction. Work papers shall be retained for at least three (3) years subsequent to the final payment required under the Contract. Under no circumstances can the Vendor prohibit or take any action to withhold any data related to the Court's software system from the Court or the public use. If this agreement should be terminated, the Court will be provided a reasonable time period no less than six (6) months to transfer data. **The Court and Warren County own all data and at no time in a dispute can the Vendor use data as a dispute item.**

In addition, the Vendor shall grant to or obtain for or on behalf of the Court a perpetual, non-revocable, non-transferable, and non-exclusive license to use the software and documentation related thereto for each CPU provided hereunder unless otherwise stated herein. Such documentation shall include all operator and user manuals, training materials, programmer reference manuals, system administration guides, listings, specifications, and other materials necessary for the proper and successful use of the software. The Vendor shall deliver to the

Court one (1) complete copy of the documentation.

The Court shall have the right, as part of the license granted hereunder, to make as many additional copies of the documentation as the Court deems necessary. The Court may make one (1) backup or archive copy of the software for the installation site.

6.19 Relocation of Hardware

The Court reserves the right to move the system acquired under the Contract.

1. The Court shall prepare a relocation site that conforms to the Vendor's specifications.
2. The Court shall arrange and pay for all transportation, rigging, drayage, and any other relocation charges as well as the time and materials of the Vendor.
3. Except in an emergency, the Court shall notify the Vendor at least thirty (30) days in advance of the relocation of any system that is not designated as customer set-up.
4. The Court shall require the Vendor to disconnect, pack, and crate the system for shipping, as well as all tasks associated with installation.

Rearrangement of hardware within the same installation site for the Court's convenience shall be entirely at the Court's expense. At the Court's request, the Vendor may provide paid assistance and supervision at the Vendor's standard rates.

6.20 Travel Expenses

Any travel or per diem required by the selected Vendor to carry out its obligations under the Contract shall be identified as separate line items wherever they appear in the bid.

6.21 Method of Purchase / Billing

A Requisition shall be issued to purchase from the Contract.

All line items that appear on any invoice for this RFP must have receipts or other appropriate documentation to support the expenditure and must be available upon request.

Vendor shall submit an invoice in triplicate (one original and two copies) to the "Bill To" address on the Requisition. A proper invoice must include the following information and/or attached documentation:

1. Name and address of business concern as designated in the Contract.
2. Federal Tax Identification Number of business concern as designated in the Contract.
3. Invoice remittance address as designated in the Contract.
4. The Requisition number authorizing the deliverable.

5. Description including time period, serial number when applicable, unit price, quantity and total price of the deliverable actually delivered or rendered as specified in the Purchase Order.

If an invoice contains a defect or impropriety and/or it is not a proper invoice as defined in this section, a written notification and the improper invoice shall be sent to the business concern at the address designated for receipt of Purchase Orders within fifteen (15) calendar days after receipt of the invoice. The notice shall contain a description of the defect or impropriety and any additional information necessary to correct the defect or impropriety. If such notification has been sent, the required payment date shall be forty-five (45) days after the receipt of a proper invoice or system acceptance, whichever is later.

Payments under the Contract shall be due on the forty-fifth (45th) calendar day after the later of the date of actual receipt of a proper invoice in the office designated to receive the invoice or the date the system, materials, goods, supplies, or services are accepted in accordance with the terms of the Contract. The date of the warrant issued in payment shall be considered the date payment is made. Vendor payment shall not be initiated before an invoice is received.

The Vendor will invoice the Court as follows:

1. Kick off meeting: The court will pay the vendor 25% within thirty (30) days after signing of contract by judge.
2. Thirty (30) days following complete and successful installation, twenty five percent (25%) of the remaining not-to-exceed, fixed-bid price as identified in the Section 8, Cost Summary can be billed to the Court providing:
 - the judge of the Warren County Juvenile Court attests that the system is functioning acceptably.
3. Sixty (60) days following complete and successful installation, the remainder of the not-to-exceed, fixed-bid price as identified in the Section 8, Cost Summary can be billed to the Court providing:
 - successful completion of training has occurred; and
 - the judge of the Warren County Juvenile Court formally accepts the system as defined in section 6.22.

6.22 Standards of Performance and Acceptance

System acceptance is dependent upon a sixty (60) day successful Standard of Performance as defined herein.

This section also applies to the system or part thereof submitted for product evaluation as well as replacement or substitutes for the system and the system which is field modified after the installation Site has completed a successful Performance Period.

1. The Performance Period shall begin on the date of complete and successful installation and

shall end when the system has met the Standard of Performance identified in this RFP for a period of sixty (60) consecutive days by operating in conformance with the Vendor's Technical Specifications (as set forth in the Vendor's operations manual for the system ordered or as quoted in the Vendor's proposal) and in conformance with this RFP at an effectiveness level of 95% or more.

2. In the event the system does not meet the standard of performance during the initial sixty (60) days, the Standard of Performance test shall continue on a day-by-day basis until the Standard of Performance is met for a total of sixty (60) consecutive days.
3. If the system fails to meet the Standard of Performance after ninety (90) calendar days from the start of the Performance Period, the Vendor shall be in default. The Vendor shall not have five (5) working days to remedy such a default notwithstanding Section 6.13. Such default shall only be remedied when the Court agrees that a successful Performance Period has been completed. In addition to all the other rights and remedies conferred to the Court under the Contract (Section 6.14), the Court reserves the right to request replacement of the system or terminate the order.
4. The Effectiveness Level for the system is computed by dividing the sum of the uptime by the number of working hours.
5. The System Downtime is that period of time when any part of the system is inoperable due to failure.
6. During a period of downtime, the Court may use operable components of the system when such action does not interfere with repair of inoperable components of the system.
7. Downtime shall start from the time the Court notifies the Vendor's designated representative of the inoperable system until the system is returned in proper operating condition (rounded to the nearest quarter hour).
8. The system shall not be accepted nor the balance of charges paid until the Performance Period is complete.
9. Uptime and downtime shall be measured in hours and quarter hours.
10. Should it be necessary, the Court may delay the start of the Performance Period, but such delay shall not exceed thirty (30) consecutive days after the installation date. Unless otherwise mutually agreed to by the Court and the Vendor, the Performance Period must start not later than the thirty-first (31st) day after the installation date.

6.23 Hardware Warranty Terms and Conditions

The Warren County Juvenile Court will provide any needed equipment. Bidder is required to provide hardware specifications needed with their system.

6.24 Software Warranty

During the one (1) year warranty period and three (3) year maintenance period identified in the Maintenance Proposal of Section 8, the Cost Summary, which begins from the date of Acceptance of the software, Vendor warrants that when the software is delivered and installed, it will operate on the specified computer(s) in the manner as described in the relevant software documentation, in the vendor's RFP response, and in the Contract as defined in Section 6.0.

For a period of four (4) years after the date of acceptance of the software, Vendor warrants that it shall:

- A. Maintain the software to operate in a manner as described in the relevant software documentation, the Vendor's proposal, and the RFP;
- B. Supply technical bulletins and updated user guides as they become available;
- C. At the discretion of the Court, supply the Court with newer versions, updates, improvements, enhancements or modifications to the software and documentation purchased from the Vendor including all applications, utilities, development tools, operating systems and network operating systems as they become available;
- D. Correct or replace the software and/or remedy any programming error (which is attributable to the Vendor); and
- E. Service the software in a professional manner with qualified personnel.

The Vendor shall provide updated software documentation upon delivery of updated software releases. The Vendor acknowledges that said newer versions, updates, improvements, enhancements, and modifications to the software or documentation shall be subject to the provisions of the Contract.

The Vendor warrants that it shall exert its best efforts to correct a programming error, which is attributable to the Vendor, provided that the Court notifies the Vendor of a problem with the software orally or in writing, and that the Court provides information sufficient to identify the problem. Such information includes, but shall not be limited to: error diagnostic messages, diagnostic memory dumps, operator console log, data file dumps, application program listing, and other written explanation and documentation of said problem.

6.25 Equal Employment Opportunity

In carrying out the Contract, the Vendor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, color, sex, sexual orientation, age, handicap, or Vietnam-era veteran status. The Vendor shall ensure that applicants are hired, and that employees are treated during employment, without regard to their race, religion, national origin, color, sex, sexual orientation, age, handicap, or Vietnam-era veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.

The Vendor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth that the Vendor complies with all applicable federal and state nondiscrimination laws. In all solicitations or advertisements for employees placed by or on behalf of the Vendor, the Vendor shall state that all qualified applicants will receive consideration for employment without regard to race, religion, national origin, color, sex, sexual orientation, age, handicap, or Vietnam-era veteran status. The Vendor shall incorporate the foregoing requirements of this paragraph in all of its contracts for any of the work prescribed in this Contract (other than subcontracts for standard commercial supplies or raw materials), and will require all of its subcontractors for any part of such work to incorporate such requirements in all subcontracts for such work.

SECTION 7 – SOFTWARE REQUIREMENTS

7.0 Introduction

All Vendors are required to complete this Software Requirements section.

In the space provided by each question, make one of the following responses:

- Y = “YES”: full and complete compliance by Vendor's system
- N* = “NO”: feature is not provided in Vendor's system
- WM* = “WILL MODIFY”: feature can be provided by means of custom modification and the vendor will modify software to provide this requirement
- MC * = “MUST CHANGE”: the feature, function or method is not recommended by the Vendor and an alternative is provided

** In cases where you respond with “N,” “WM,” or “MC”, please provide an explanation as to why and/or a proposed solution.*

7.1 System Administration Minimum Requirements

- _____ 1. All System Administrator functions shall be menu driven.
- _____ 2. Memory, disk utilization, and CPU utilization shall be able to be monitored.
- _____ 3. System shall treat all storage (memory and disk storage) as a single continuous entity, allowing addressing to be completely independent of an object's physical location and the type, capacity and number of disk units on the system.
- _____ 4. System files shall be shareable by multiple personal computers and/or terminals simultaneously.
- _____ 5. Multiple users shall be able to share the same copy of the operating system and application software.
- _____ 6. System back-up should be programmable to initiate task after normal business hours and unattended.
- _____ 7. System shall provide both full and incremental backup and restore capability for all databases.
- _____ 8. During system backup record updating shall be locked, but with the ability to retrieve.
- _____ 9. The system must be user-friendly and designed to lead users systematically through each procedure. The system shall permit the user to "jump" or "fast path" and move directly to specific screens within the menu. In addition, input errors should be indicated at the time of entry, along with the appropriate response requirement.
- _____ 10. System security shall utilize multilevel password techniques to restrict unauthorized use of the system, provide read only access, secure supervisory functions, and restrict file access by user identification code and user password. In addition the

system shall journal all transactions to a log file for transaction logging.

- _____ 11. System shall provide on-line help features.
- _____ 12. System shall provide the ability to spool output to the printer while other tasks are performed.
- _____ 13. System shall provide the ability to convert data to ASCII format and download to diskette.

7.2 Court Applications Minimum Requirements

Information Tracking in General

- _____ 1. The case applications shall provide for the automatic numbering of all cases consistent with the existing case numbering system now in use or be consistent with the Supreme Court numbering system.
- _____ 2. The case applications must meet all Legislative and Administrative Rule requirements regarding the responsibilities of a Juvenile Court of Ohio currently and as amended hereafter.
- _____ 3. The case applications shall contain a solution that meets the record retention requirements for Juvenile court as specified by the Ohio Revised Code and the Ohio Rules of Court
- _____ 4. The system shall provide for the archiving of case data through a process defined for Juvenile court by state mandated record retention laws and guidelines.
- _____ 5. The system shall permit access to information through multiple look-up methods including case number, name and social security number, date of filing and date of birth.
- _____ 6. The system shall be able to keep track of mandatory time limits for each case disposition and on-demand print or display those time limits for each case that is close to expiring. The system must have the capability for the user to define the variable actions on each case, not subject to specific time requirements for notification on each case.
- _____ 7. The system shall have the ability to generate a Juvenile index with cross reference of case information including:

Name	Case number
Filing date	

- _____ 8. The system shall maintain statistics and totals for the types and number of cases arising in the Court.
- _____ 9. The system shall maintain statistics and totals for the specific dispositions ordered in all cases, with the capability to sort the statistics by the offender's age, gender and school district.
- _____ 10. The system shall provide for an easy-to-follow screen for the input of all cases filed in the Court.
- _____ 11. The system shall automatically write all pertinent information to the permanent index and Case Dockets from the input screens.

- _____ 12. The system shall have the ability to associate a case with the new audio/video recording system.
- _____ 13. The system shall allow for all entries to be automatically posted to the Appearance Docket. Additionally, the system should allow for Court personnel to enter pertinent information to the Appearance Docket.
- _____ 14. The system shall provide for separate Appearance Dockets. They shall be printed or viewed in chronological case number order upon request and shall contain the appropriate information processed by the system.
- _____ 15. The system should maintain a record of process and service handled, including subpoenas, certified mail and summons.
- _____ 16. The system shall allow unlimited entry of plaintiffs and defendants per case.
- _____ 17. The system shall allow unlimited entry of attorneys per party to the case.
- _____ 18. Attorney information will automatically post to the case when a valid State Attorney Identification Number is entered.
- _____ 19. The system shall allow unlimited Appearance Docket entries per case.
- _____ 20. The system shall include a common set of maintenance tables shared by all applications with user-definable codes for all collected/entered data fields to include but not be limited to:

Zip codes	Distribution accounts
Attorney registration numbers	Forms
Dispositions	Court fees
Hearing officials	Docket entries
Court employees	Case events

These codes and descriptions must be accessed from a specific data field by screen display for maintenance and must be secured to permit a specific System Administrator entry only.

- _____ 21. The system should display a help window on all data fields including context sensitive help on all codes (i.e., if a user enters "SMITH" and presses the HELP key, the top line of the help window will display codes starting with Smith.)
- _____ 22. The system must provide an area for the judge to record minutes on each case and must appear on the Case Docket. Allow only designated personnel to view the personal notes.
- _____ 23. All journal entries must be identified on the docket by a date of entry and journal number.
- _____ 24. The system must have the ability to enter, print, and delete personal notes into a case. These notes can only be viewed by the user that entered them, unless coded to allow others to have access to those notes (supervisors, etc.).
- _____ 25. The system must have the ability to identify all events for a case and monitor and notice all time specified elements in accordance with state mandated guidelines and local rules of court.
- _____ 26. The system shall have the ability for a user to scroll through filings, pleadings, or journal entries (up and down) on a screen using the arrow keys.
- _____ 27. The system must be able to maintain multiple addresses for each party associated

with a case and keep a history record for each.

- _____ 28. The system must have the capability to accommodate email filing for pleadings in accordance with the rules of the Ohio Supreme Court.
- _____ 29. The system must have the capability to permit court entry/order preparation upon templates with automated entry of the same into the Court's official docket.
- _____ 30. The system must have the capability to support Personal Data Assistants (PDAs) for selected court personnel.
- _____ 31. The system must have the capability to track school district, residence of child, and residence of parent at time of child's removal from home.
- _____ 32. The system must have the capability to track JDC Time per Offense
- _____ 33. The system must have the capability to track Court Clinic activities to include; assessments conducted and results.

Report and Form Printing in General

- _____ 1. The system shall generate Appearance Dockets.
- _____ 2. The system shall automatically track the information required by the Ohio Rules of Superintendence for Juvenile Court and must generate the Judges Report, and other such reports required by rule or statute. Further, the system will retain for reports as required all information necessary to audit any and all information that is used for administrative reports or accounts. This audit trail shall be maintained by case number or other easy identification as agreed upon between the Vendor and the Court.
- _____ 3. The system shall have an integrated, user-definable forms generator. The system shall generate forms automatically upon demand. The documents should be totally definable by the user so that required changes can be made without program modification. The user shall be able to create an unlimited number of forms that extract information from the case file and prompt for any information not available in the case file.
- _____ 4. The system shall provide a customizable, easy-to-use report generator. With access to the data, the user should be able to produce ad-hoc reports in a format determined by the operator.
- _____ 5. The system shall monitor and track parties failing to make required appearances and shall generate the appropriate reports, notices and processes.
- _____ 6. The system shall print an audit report listing date, time, case number, user, command, field name, original data and change data. This report will run on a range of dates or by individual date, docket type, user, charge or case number.
- _____ 7. The system must have the ability to produce a user defined assignment notice which can be printed during event generation, or saved to a file so all notices can be printed at one time.
- _____ 8. The system must have the ability to run a report for a future date that will list all events that require an action.
- _____ 9. The system must have the ability to produce detail and summary schedule listings for a date range for:

Events

Locations

- _____ 10. The system must have the ability to print multi-part certified mailer form.
- _____ 11. The system shall monitor all cases for activity and shall generate a report listing all cases without activity for variable time periods. Additionally, the system must track and monitor cases with no service or answers filed according to appropriate time limits required by rule or law.
- _____ 12. IV-E Employee Tracking Time Study

Information Tracking for Bookkeeping

- _____ 1. The system shall allow specific personnel designated by the Court to receive and process payments using appropriate security and password methods.
- _____ 2. The system shall provide a user-controlled costs table that allows the system to track and total costs due on all cases as they proceed through the system.
- _____ 3. The system shall have a daily balance and editing procedure which reconciles each court employee's cash drawer with receipts, monies collected and pointers to the receipt journal.
- _____ 4. The system shall assist the bookkeeper in balancing cash drawers on a regular basis including reconciliation of journals, monies received and any adjustments required. Within a period of 30 days after installation of the hardware and software, the accounting must be 100 percent reconciled.
- _____ 5. The system shall provide for the correct monthly distribution of cash collected based upon the appropriate rule, law or guidelines by the State of Ohio and Court.
- _____ 6. The system shall provide a logical method to assist the bookkeeper in reconciling the bank statements and fund accounts.
- _____ 7. The system shall accumulate costs as filings are added to a case by a user entering a Cost Code. The Cost Code will display the associated cost along with the default filing description.
- _____ 8. The system shall maintain an updated file of costs as they are charged to the case so a user can print a current cost bill at anytime.
- _____ 9. The receipt function shall track all fields and charge for all fees associated with the clerk's office, including, but not limited to:

Payment date	Paid by
Amount received	Payment type
Amount refunded	Receipt number
Bonds	Employee identification
Disbursement accounts	Deposit received
Account amounts	Deposit applied

Receipt and transaction numbers shall generate automatically. Also, receipts and transactions shall automatically be tagged with the employee's identification obtained from system log-in information.

- _____ 10. All relevant information from the Case Management modules will interface with

the bookkeeping modules. No such information shall need to be re-keyed thereby allowing the bookkeeping system to automatically distribute the monies to the correct accounts.

- _____ 11. The system shall have the ability to display a history of transactions by case, showing:
- | | |
|---------------------|-------------------------------|
| Receipt date | Method of payment |
| Amount received | Receipt or transaction number |
| Amount distributed | Deposit applied |
| To whom distributed | Employee identification |
- _____ 12. The system shall have the ability to make adjustments to accounts and maintain proper audit trails.
- _____ 13. The system will automatically distribute receipts. The system will check each receipt for balancing problems. If a balancing problem exists, the system will display a message indicating the problem.
- _____ 14. The system shall have an unlimited quantity of distribution account codes.
- _____ 15. The system shall have the ability to maintain an unlimited number of bank accounts with reconciliation of checks and deposits.
- _____ 16. The system shall have the ability to print and display all bank transactions.
- _____ 17. The system shall have the ability to handle manual checks and voided checks.
- _____ 18. The system shall automatically update cash receipts records and shall interface with the appropriate bookkeeping functions to create fund breakdown and distribution totals.
- _____ 19. The system shall provide detailed audit trails of all transactions.
- _____ 20. The system shall generate receipts for monies received, update cash totals, and interface with the appropriate bookkeeping functions.
- _____ 21. The system shall automatically track deposit receipts and identify what monies may be properly disbursed.
- _____ 22. The system shall be capable of generating an unlimited number of receipts per case.
- _____ 23. The system shall automatically assign the appropriate case number when money is received in opening a case but the capability must be available to override or assign a case number.
- _____ 24. The system shall maintain an updated file of costs as they are charged to the case so a user can print a current cost bill at anytime.
- _____ 25. The system must have the capability to track open items. There must also be a mechanism for tracking those cases on which a deposit has been made but not applied (or only applied in part) toward any court costs. An open item report should be generated by the system and should include at a minimum, the case number, the deposit amount, the deposit date, the receipt number, and the date applied (if any).
- _____ 26. The system must have the ability to provide accounts receivable tracking. If the case has been closed, but there is still an outstanding balance of court costs to be

paid, there must be a mechanism for tracking these balances and attempting collection. The system should provide a historical log of payments and balances. It should also generate past due statements at intervals specified by the user.

_____ 27. The system must have the capability to run reports based upon user-defined fields.

Report and Form Printing for Bookkeeping

funds, _____ 1. The system shall provide a report identifying all monies considered unclaimed for the purpose of notification and disbursement.

_____ 2. The system shall provide for the automatic generation of checks issued from the Court account and to issue vouchers to juries and witnesses.

_____ 3. The system shall provide detailed audit reports of all transactions.

_____ 4. The system shall have the ability to print a receipt automatically when a new case is created. Based upon the case type and action, the system will determine the amount of the default costs, the amount of these costs to be paid immediately and the amount to be placed on deposit.

_____ 5. The system shall have the ability to generate an open items list.

_____ 6. The system shall have the ability to generate a daily report of receipts collected per court clerk and in total.

_____ 7. The system shall have the ability to issue a check to a recipient at the time the need is determined, or at the end of the month with all such transactions combined in one check with a stub listing all transactions included.

_____ 8. The system shall have the ability to generate a monthly report detailing the distributions of monies.

_____ 9. The system shall have the ability to produce a listing of all distribution accounts and their current balances.

_____ 10. The system shall have a check register to provide details for the following:

Check number	Payable to
Check amount	Check date
Date cleared	Check purpose
Case Number	

_____ 11. The system shall provide a breakdown of combined disbursements.

_____ 12. The system shall provide a detailed report of all distributions made and to whom.

_____ 13. The system shall provide detailed reporting of all account and cash transactions and maintain a reconciliation balance between the accounts and the bank balances by cashbook.

_____ 14. The system shall prepare a monthly summary disbursement for each account.

_____ 15. The system shall have the ability to print and display all bank transactions.

_____ 16. Check register must run for a specified date range for outstanding, reconciled, or voided checks.

Information Tracking for Calendaring

- _____ 1. The system shall provide a single calendar to assist in the scheduling of the Judge , Magistrates, Probation Officers, and Court proceedings of all Juvenile and probate cases. The calendar shall indicate the Judge, case number, parties, attorneys, date and time of the event. The calendar may be accessed for a particular time, day, week or month and may be viewed or printed.

The calendar must have the capacity to access the next available court date in user defined intervals and when that day and time is accessed, the entire calendar day must be displayed, recognizing docket parameters with the ability to override.

- _____ 2. The system shall provide a chronological file of dates on which cases are to be heard to assist in the creation of an Assignment Docket for scheduling cases. The system should generate the appropriate forms and reports for notification and monitor time and continuances for each case.

- _____ 3. The system must have the ability to schedule non-availability time for:

Judge/Magistrate	Date
Attorney	Location
Other Court Personnel	

Must also allow override in case of a conflict with the probation officer's schedule.

- _____ 4. The system must have the ability to schedule unlimited events and notify court staff prior to event and after event if not completed.

- _____ 5. The system must have the ability to enter an unlimited amount of description for each event without entering another event code.

- _____ 6. The system must have the ability to schedule non-case related events such as doctor's appointments and other personal commitments.

- _____ 7. The system must have the ability to check for scheduling conflicts during event entry or when querying on the event.

- _____ 8. The system must have the ability to check for the following conflicts:

Judge/Magistrates	Location
Attorney	Date
Other Court Personnel	

Must also allow override in case of a conflict with other Court Personnel's schedules.

- _____ 9. The system must have the ability to display the reason for a conflict along with the description of the event creating the conflict.

- _____ 10. The system must have the ability to press one function key while reviewing an event which will display the Judge's, Magistrates', and Probation Officers' caseloads for a given week. The user can then select one of the case events displayed and view the detail of the selected event.

- _____ 11. The system must have the ability to select the following search criteria for displaying the detail calendar listing in a window:

- For a particular Judge/Magistrate or all Judges/Magistrates

- For a particular attorney or all attorneys
- For a particular location or all locations
- For a particular date range
- For all other Court Personnel

_____ 12. The system must have the ability to track the time of an event such as a motion that requires a response in a certain amount of time and appear on a status report before the event on the due date and after the event.

7.3 Juvenile Division Applications Minimum Requirements

Introduction to the Juvenile Division

The Juvenile application will be used to establish and maintain a database of Juvenile Court records and activities. The jurisdiction of the Juvenile Division of the Court of Common Pleas in Ohio is divided into eight (8) distinct areas as follows:

1. Delinquency and Unruly;
2. Traffic;
3. Dependency, Abuse, Neglect, Custody and Visitation;
4. Parentage and Support;
5. Adult misdemeanor offenses involving children; and
6. Miscellaneous matters such as abortion bypass, probation transfer, Juvenile fingerprint and photograph authorization, underage marriage authorization, Juvenile emancipation;
7. Juvenile Detention;
8. Residential Treatment; and
9. Court Clinic

Case Numbering for the Juvenile Division

The Juvenile Division uses the following numbering systems to identify cases. The current numbering system is shown below, but Warren County Juvenile Court is hopeful that any new Case Management System will use a numbering system that is compatible with the Ohio Supreme Court Numbering system.

	<i>CASE TYPE</i>	<i>CASE NUMBERING STYLE</i>
_____ 1.	Delinquency	08-N
_____ 2.	Traffic	08-T
_____ 3.	Dependency, Neglect Abuse*	08-D
_____ 4.	Unruly	08-N
_____ 5.	Adult	08-N
_____ 6.	Motion for Permanent Custody*	REACTIVATE
_____ 7.	Custody, Change of Custody	08-C
_____ 8.	Visitation	08-C
_____ 9.	Support Enforcement or Modification	08-S

- _____ 10. Parentage 08-P
- _____ 11. U.R.E.S.A. 08-K
- _____ 12. All others 08-K

The Juvenile Division uses one case numbering index. The Vendor must indicate that the application will accommodate this case numbering index with the case types all grouped into one.

- _____ 13. Case Number Index identifies cases and their subsequent filings. The first two digits indicate the original year of filing and the remaining digits represent the Case Number. At the start of each new year, the Case Number resets to one (1) and increments by one (1) for each new case filed.

Information Tracking in General for the Juvenile Division

- _____ 1. The system must alert the operator to open or pending cases, warrants outstanding or money owed the Court at the time of case entry for the individual.
- _____ 2. In addition to those listed in the above section, *Information Tracking in General*, the system shall also include maintenance tables with user-definable codes for the following data fields:

Arresting Agencies	Violation Ordinance codes
Supreme Court codes	Pleas
BMV codes	Adjudication codes
Status codes	Physical Description
HH Residents	School Districts
School Attending	Drug Testing
Court Ordered Programs, etc.	

These codes and descriptions must be accessed from a specific data field by screen display for maintenance and must be secured to permit a specific System Administrator entry only.

- _____ 3. The system must have the ability to maintain and preferably redact a Juvenile Court master file including but not limited to the following for all cases:

Filing date	Complaint
Case type	Initial appearance date
Case Number	Final hearing date
Party to case	Dispositions
Name	Date
Address	Description
Phone Number	Fines
Social Security Number	Court costs
Date of Birth	Other fees and costs
Gender	Suspended disposition
Race	Suspended disposition conditions
Receipt(s)	Remarks
Date	RECLAIM Tracking Forms
Amount	Drug Screens & Results
Receipt number(s)	Service Programs
IV-E Case Plan	Juvenile Evaluations ordered & results

- _____ 4. The system shall provide the ability to reactivate cases that have a final disposition or have been archived. The Court shall be able to generate reports and accumulate data from cases archived or deactivated.

- _____ 5. The system shall have a warrant tracking function which includes issuance status and disposal information. The system shall track all outstanding warrants and generate appropriate reports and notices on demand.
- _____ 6. The system shall be able to identify all activity in the Court that is eligible for reimbursement under Title IV-D contracts, IV-E Case Plans and contracts with the Ohio Department of Jobs and Family Services.
- _____ 7. The system shall be able to identify all activity in the Court that is applicable to the 401 Grant, "Reclaim Ohio". The system must be able to summarize and prepare reports for this grant.
- _____ 8. The system shall be able to identify all activity in the Court that is applicable to the 510 Grant. The system must be able to summarize and prepare reports for this grant.
- _____ 9. When a defendant has pending cases, prior cases, money owed, an active warrant, probation stipulation or other post judgment conditional release, the system shall provide a means to alert the operator at the time a case is created or accessed.
- _____ 10. The system shall have a warrant tracking function which includes issuance status and disposal information. The system shall track all outstanding warrants and generate appropriate reports and notices on demand.
- _____ 11. The system shall have a means for tracking restitution payments which shall interface with the case and bookkeeping functions.
- _____ 12. The system shall provide a method to track repeat offenders of the same violation according to first, second, third, fourth, etc. offense.
- _____ 13. Automatically insert juveniles on waiting lists for groups, etc. upon docketing. Court personnel need to be able to manage those lists, generate letters/mailings from them, and use them for statistical purposes.
- _____ 14. Must have the ability to add information for the truancy program without it being attached to a case. Instead it would be specific to a juvenile.

Name	Attendance
Date of Birth	Unofficial Hearings
Social Security Number	Date
Address	Attendance
School	Official charges
Gender	Tracking prior compliance
Race	PV
Warning letter sent	Assessments
Intervention Meeting	
Date	
- _____ 15. The system must have the ability to provide reports as to the number of cases based upon user-defined criteria (i.e., traffic, delinquency, felony, misdemeanor, offenses of violence, and sex offenders, etc.)
- _____ 16. Court Clinic – Track Assessments and Results

Report and Form Printing in General for the Juvenile Division

- _____ 1. All data should be accessible to produce ad hoc reports in a format requested by the operator. Examples of the ad hoc reports required: See Attachment 2.

- _____ 2. The system shall generate both individually and in batch, automatically and upon request, multiple copies of documents which are all user-definable as part of the forms generator feature. Some examples are:

Case jackets	Payment letter
Warrant issued/recalled	Transcripts
Recognizance of appearance	Jury notice
Summons	Bond posting/forfeiture
Show cause	License suspension letter to drive
Cost bill	Contempt
Complaint	Hearing notice
Subpoena	Civil protection order: effective dates
Warrant	Judgment entry
Commitment	Waiver of preliminary hearing
Waiver of time	Certified mailing forms
Indigence form	Waiver of attorney
Notice of failure to appear	Finger Printing
Assessments/Results	Sex Offender Classification/Registration
	Review Dates

All probation forms, including but not limited to:

Drug testing form	Appointment letter
Release	Curfew letter
Home visit	Probation terms
School visit	Interstate Compact Commission forms
Appearance in court verification	Victim impact statements
House Arrest	Adult PV/VCO checklist, etc.

- _____ 3. Limit the ability to create, edit and modify said forms to designated personnel.

- _____ 4. The system must have the ability to provide reports as to the number of cases based upon user-defined criteria (i.e., traffic, delinquency, felony, misdemeanor, offense of violence, sex offenders, time frame, etc.).

Information Tracking for Bookkeeping in the Juvenile Division

- _____ 1. Credits due for community service hours against fines and costs shall be calculated and credited when complete.

- _____ 2. The system shall track all unpaid fines, restitution, and costs on completed cases and identify overdue payments by the generation of a delinquent payment notice. The system shall issue delinquent bills, letters, and show cause summons on demand. In addition, the system shall provide a credit if the defendant was incarcerated in lieu of payment for fines. That credit shall be computed at the statutory rate for daily confinement and shall adjust or provide a notation that the unpaid fines and costs have been appropriately credited for the amount of days spent.

- _____ 3. The system should provide for the reduction of an original offense of a state code to a city code yet properly distribute funds to the original arresting authority.

- _____ 4. The system shall track all miscellaneous deposits, such as Guardian ad Litem

funds, etc.

Report and Form Printing for Bookkeeping in the Juvenile Division

- _____ 1. The system shall allow for the automatic assignment and generation of receipt numbers for all payments received. The printed receipt shall include:

Court name and address	Date of payment
Complaint	Payment received from
Case number	Employee receiving payment
Previous account balance	Method of payment
New account balance	Party name

Further, the system shall be capable of generating collection information for dealing with unpaid fines and costs. It should be able to send initial notices of noncompliance and automatically follow-up after a defined interval and finally initiate contempt or arrest procedures.

Information Tracking for Delinquency Cases

- _____ 1. In addition to the minimum information required for each case as listed under the *Information Tracking in General for Juvenile Court* section above, the system shall also allow the input of the following required information to create a delinquency case:

Charge	Dispositions(See Attachment 5)
Offense code section number	Placement
Violation description	Location
Date / time violation committed	Support
Location violation committed	Amount
	Beginning date
Parent / Guardian	Ending date
Name	Detention
Address	Terms
Phone Number	Date admitted
Employment	Date released
Place of employment	Probation
Address	Terms
Phone Number	Conditions
Occupation	Restitution
Income	Amount
Complainant	Recipient
Name	Expungement/Sealing of records
Address	Date
Phone Number	Monitored time and any conditions
All group information order by the Court, under disposition	Other with free-writing space, under disposition
Diagnosis	Individualized Education Plan

- _____ 2. The system will automatically assign and track community service hours by Case Number.

- _____ 3. The system will have the ability to track all Court orders (group statistics, probation statistics, etc.)

- _____ 4. Victim information shall be maintained in cases involving robbery, rape, domestic violence, operating a motor vehicle while under the influence of alcohol or drugs of abuse and assault cases and any others that the Court may choose to add. The system shall automatically prepare notices to victims to appear at certain critical times in the processing of the case and in particular for trials and pleas.

Information Tracking for Traffic Cases

- _____ 1. In addition to the minimum information required for each case as listed under the *Information Tracking in General for Juvenile Court* section above, the system shall also allow the input of the following required information to create a traffic case:

Charge	Complainant
Offense code section number	Name
Violation description	Law enforcement agency
Date / time violation committed	Operator's license number/Expiration date
Indication of accident	Vehicle tags
Citation number	Number
Blood alcohol content	Issuing state
Blood alcohol content test type	Date operator's license returned
Amended charge	Summons
	Date issued
Parent / Guardian	Served by
Name	Original plea
Address	Attorney
Phone Number	Points assessed
Date warrant issued	Moving/Non-moving violations

- _____ 2. The system shall provide for the accountability and audit of traffic citations.

- _____ 3. The system shall have available the following minimum information for disposition creation:

Final plea	License suspension
Finding	Dates starting and ending
Defensive driving school	Type
Fine amount	Driving privileges
Fine amount suspended	Probation
Costs amount	Dates starting and ending
Costs amount suspended	Type
Vehicle tags impounded	Conditions
Payment Arrangements	Community Service
Detention	Dates
Term	Location
Dates admitted and released	Length of time
	Special Programs: Car Teen/Car Control

- _____ 4. The system must have the capability to track all pertinent information of the Court record required by 4507.40 O.R.C. and have the ability to transfer this data in the format approved by the B.M.V. Data transfer should be diskette with the ability to upgrade to future technologies.

- _____ 5. The system shall provide for the access of index information. Upon demand, each index shall be viewed in alphabetical order and shall contain the following information:

Defendant Name
Law enforcement agency
Offense
Offense date
Date of Birth

Social Security number
Case number
Citation number
File date

Report and Form Printing for Traffic Cases

- _____ 1. The system shall maintain pertinent case information about license suspensions and shall generate a report identifying defendant name, violation, type of suspension, date of suspension and length of suspension.

Information Tracking for Probation Cases

- _____ 1. The system must have the ability to maintain a Juvenile Court master file for probation monitoring including but not limited to the following for all cases:

Probation Officer	Probation beginning and ending dates
Juvenile	Probation terms and conditions
Name	Drug testing information
Alias / nickname	Counseling information
Social Security Number	DYS Commitment Information
Date of Birth	Restitution Information
Gender	Community Service Information
Address	Home Monitoring Information
School District	
Parent / Guardian	Defensive Driving Program Information
Name	Detention Information
Address	Corrections Commitment Information
Phone Number	Case Number(s)
Phone Number	Victim(s)
Operator's License Number	Name
School	Phone Number
Grade	Address
Name	Physical Description
Address	Case Plan – File Dates
Phone Number	House Arrest
Employer	Curfew
Name	Court Clinic Referral
Address	
Phone Number	
Occupation	
Supervisor	

- _____ 2. The system shall permit the Probation Department to track and monitor clients and conditions ordered by the Court and shall maintain a history of client contacts and related information.

- _____ 3. The probation system should interface with the Court application, designating security levels to allow access only to appropriate personnel.

- _____ 4. The system should track community service hours against the hours assigned and notify Probation Officers when no activity has occurred within the last ten (10) days.

- _____ 5. Allow Probation Officers to set tickler system for anything they want tracked. Both the notification and time of notification will be set by Probation Officer.

- _____ 6. The system shall track diversion programs.
- _____ 7. Email notification to the Probation Officer of any new charges filed and any time the case is set for any type of case.

Report and Form Printing for Probation Cases

- _____ 1. The probation system shall produce the following statistical reports and forms which are user-definable:

- | | |
|-----------------------------------|--------------------------------------|
| Probation Officer caseload | Alcohol Education Program statistics |
| Community Work Program statistics | All Probation statistics |
| Home Arrest statistics | Case Log by crime |
| Counseling and Program statistics | Pre-disposition reports |
| Probationers by School district | Probationers by age, by charge |

Grant Statistics	IV-E

- _____ 2. The system shall generate reports on supervised community service work hours, where accomplished, the dollar equivalent for the value of services rendered and the government agencies and nonprofit agencies served by community work service personnel.

Information Tracking for Juvenile Detention Center

- _____ 1. The system must have the ability to maintain a file including but not limited to the following for all cases:

- | | |
|------------------------|-------------------------|
| Last Name | Parent/Guardian |
| First Name | Phone Number |
| Middle Name | Address |
| Date of Birth | Juvenile's Residence |
| Arrest Number | Place arrested |
| Arrest Date | Charge(s) |
| Social Security Number | Initial Court Date/Time |
| Time Received | Number of times in JDC |
| Gender | Physical attributes |
| Race | Discharge Date |
| Booking Officer` | Behavioral Attributes |
| School Attending | Sex Offender |
| Medical Information | Violent |
| | Suicidal |
| Current Grade | |

- _____ 2. Flag for obtaining guardian's signature for authorization to treat and administer medication
- _____ 3. The system must have a visitation scheduler.
- _____ 4. The system must have a phone log for inmate phone calls, including a flag for 7

day phone call.

- _____ 5. Flags for parental notification upon intake and intake phone call.
- _____ 6. Count in hours for time spent in the Juvenile Detention Center per case number/count.
- _____ 7. Incident report system – ability to track incident reports by type.
- _____ 8. Approved Visitor List (listing attorney, clergy, etc.)
- _____ 9. Must have the ability to attach photos to a record and search them by attributes (for line ups)
- _____ 10. Need flags for status offenders with compliance reporting information, including base charge for PVs and VCOs and information on delinquency status.
- _____ 11. Flags for age (18).
- _____ 12. Ability to link Juvenile Court information to the inmate file (i.e., court dates, probation terms, dispositions, etc.)
- _____ 13. History tracking method of damage and repair.
- _____ 14. Daily Log – event recorder with time and date stamp for entries.
- _____ 15. Shall track detainee detention time by Case Number regardless of whether the detention time is server consecutively.
- _____ 16. Flag for detainees who have been held in detention for 75 days and 90 days on any particular Case Number regardless of whether the detention time is served consecutively.

Report and Form Printing for Juvenile Detention Center

- _____ 1. The system shall generate both individually and in batch, automatically and upon request, multiple copies of documents which are all user-definable as part of the forms generator feature. Some examples are:
 - Receipt of Personal Property
 - Acknowledgement of receipt/understanding of inmate handbook
 - Issuance of county property
 - Monies
 - Cell inspection

Information Tracking for Residential Treatment Center

- _____ 1. The system must have the ability to maintain a file including but not limited to the following for all cases:

Intake Date	Committing Court
Intake Time	Transporting Agency
Probation Officer Assigned	Committing Charge
Room Number	Offense Code
Intake Number (generated automatically)	Description and Level (felonies, misd, etc.)
Discharge Date	Address
Discharge time	Phone Number
Authorization (magistrate or judges)	School District
Parent's marital status	Grade
Parent/Guardian information	Date of Birth
	Social Security Number
	Physical Description

- _____ 2. Must have access to the main juvenile screens for charges and previous Court history.
- _____ 3. All related information should default to residential files upon creation.
- _____ 4. Need access to the Court schedule – past and future.
- _____ 5. Date driven contact information with client and parent or other related party involved with the case – to be in text form and coded by kind of contact (phone, letter, in person, counseling, group)
- _____ 6. Tracking of final discharge. Should include a prompt to remind therapist of pending action after discharge date has been entered. Should prompt to complete discharge form sometime after release and before 30 days after release.
- _____ 7. Must have ability to track drug screen results and view the history of drug screens.
- _____ 8. Must track list of eligible visitors with permission to visit the youth.
- _____ 9. Must track juvenile evaluation codes: escape risk, maximum security, sex offender, suicide watch, violent offender.
- _____ 10. Must track progress notes and be able to display the current level. Also need the ability to select progress notes by the week ending date.

Previous Level	Pass
General	Behavior
Behavior	Curfew
Participation	Home Arrest
Points	Miscellaneous
New Level	Family Counseling – text entry
Miscellaneous	Clinical – text entry to include individual and
School	Group work completed
Behavior	
List of classes and grades	
Miscellaneous	

- _____ 11. Must track any personal property brought into facility.
- _____ 12. Must track the room placement of residents.
- _____ 13. Must track the list of classes, teachers, and grades by quarter for juveniles.
- _____ 14. Track any programs the resident is in or historically has been in. Must track RECLAIM information.
- _____ 15. Track all service programs with appropriate dates for entry, completion, any notes. Service programs should be linked to the RECLAIM tracking form with the ability to add/modify as needed..

Information Tracking for Court Clinic

Service Programs SetUp List

<u>Program Description</u>	<u>Field</u>
Advocacy	28
Aftercare or Parole Enhancement	6 (Aftercare Probation)
Clinical Assessments	23 (court; Mental Health; MHYC; Court D/A; Truancy; YOLSI; PSI; Community M/H or A/D; Competency; Sex/Offender; Coordinated Care)
Conflict Mediation	27
Day Treatment	2
Diversion	39
Drug Testing	32
Educational Services	9 (GED; Life Skills; Virtual)
Employment	35
Evolution Project	43
Family Preservation/Home Based Services	11(Home Works)
Family Reunification	12
Independent Living	13
Information and Awareness	36
Intensive Probation	3
Intervention Alternatives for Unruly Youth	15 (HB 57 Program)
Law Enforcement Services	38
Life Skills Training	14 (Americorp)
Mental Health/ Counseling Services	24 (Individual; family; group)
Mentors	29
Monitoring/Surveillance	7 (Electronic; PO)
Out of Home Placement	17 (MHYC; DYS; CSB; Midwestern; Bassett House; Passages; Friar's Club; others)
Parental Support Guidance	34 (Parenting classes; Strengthening Families)
Physical Stress Challenge	26
Prevention	40(Tobacco classes)
Probation	4
Program Administration	1
Recreation	21
Restitution/Community Service	22(Restitution; community Service; Litter Program)
Secure Detention Services	16 (JDC)
Service Enhancement	5

Sex Offender	18 (Inpatient; Out Patient, Comm. Based)
Shoplifter	19 (Yes)
Substance Abuse	20(Ct. Inter.Group; Ct.IOP; UNITY; MHYC group; Comm Ed Group; Comm. Inter.Group; Comm. IOP)
Substance Abuse Awareness and Prevention	37 (Ct. Ed. Group)
Traffic Offender Program	31 (CarTeen)
Truancy	41
Violence Reduction Programs	30 (Anger Man.Group)
Vocational Training	8
Volunteers	33
Wrap Around Services	10 (Connect; Co-Ord. Case)
Youth Intervention Groups	25
House Arrest	42

Report and Form Printing for Rehabilitation Treatment Center

- _____ 1. The system shall generate both individually and in batch, automatically and upon request, multiple copies of documents which are all user-definable as part of the forms generator feature. Some examples are:
 - Quarterly Report Card
 - Property Sheet
 - School Schedule
 - General information sheet Etc.

SECTION 8 – Cost Proposal Response Section

Introduction

This section provides the format to provide the detailed breakdown of costs for the development and implementation of the RFP, and is organized into the following subsections:

- A.2 – Software Licensing, Maintenance and Customization** – Identify software licensing, maintenance and customization included in your proposal. Provide an itemized list of the cost of all software being proposed, including application and system software (i.e., OS, DBMS, etc.). Identify the cost of customization proposed to meet the functional requirements, including the cost for integration with external systems.
- A.3 – Data Mapping, Conversion and Validation Services** – Identify all services and costs associated with performing data mapping, conversion and validation services for your company as well as the current legacy application.
- A.4 – Training Services** – Identify the cost of all training included in the proposal.
- A.5 – Implementation Services** – Describe and list all costs that would be associated with implementation of the new case management system. These include project management, installation, testing, etc.
- A.6 – Other Costs** – Provide itemized list of any costs not identified elsewhere in the proposal.
- A.7 – Cost Summary** – Provides the means to carry forward detailed costs from preceding pages and summarize all one-time and annually recurring costs
- A.8 – Excluded Costs** – Provide a summary of costs specifically excluded from the proposal.
- A.9 – Cost Proposal Assumptions** - State any assumptions associated with the cost proposal.
- A.10 – Payment Schedule** – Payment schedule indicated for reference.

All cost pages must be filled out completely. As needed, Proposers may add line items to the cost tables, by going to the last cell in the table and pressing the tab key on your keyboard.

No additional tables should be created however; proposers may add attached documents to this section to enhance communication (i.e. Visio diagrams, etc.).

Proposers who fail to fill out Section 8 completely are considered non-responsive and their proposal may be eliminated.

Please note that all cost tables include bottom lines for totaling the line items in the table. Ensure that the totals are included in your response.

A.1 Software Licensing Maintenance and Customization

This section is to contain information on licensing and costs for all proposed software, whether required or optional. Include application and system software (i.e., OS, DBMS, etc.) in both sections. The total software cost dollar figure should agree with the total in the Costs Summary. Insert additional lines as needed.

A.1.1 Required Licenses

List and describe all software components for which, licensing is required (including application and system software). Specify the number of users licensed in this proposal for each software component, including the maximum number of concurrent users with either full access (i.e., update authority, whether network-based or web-based), inquiry-only (or otherwise restricted) users who are defined to the system and web-only access (e.g., public) who would represent undefined users:

System Component (List and Describe Functionality)	Number of Concurrent Users		
	Full Access	Defined Inquiry-Only Users	Web Only Users

Insert additional lines as needed

A.1.2 State any assumptions regarding users with read-only or update authority, including whether or not there are restrictions on the total number of users who can be defined to the system:

A.1.3 Describe any component-specific licensing constraints or suggestions

A.1.4 Cost of Required Software Licenses and Maintenance

Provide the cost of licenses and maintenance for **all** required software. The court requires a quote for one year maintenance to be included in the not-to exceed price and three years of additional costs outlined.

A.1.4.1

Software Component	One-Time Cost	Annual Maintenance Cost	When Annual Cost Begins
TOTAL OF REQUIRED SOFTWARE			

A.1.4.2 Vendor recommendations

Software Component	One-Time Cost	Annual Maintenance Cost	When Annual Cost Begins
TOTAL OF REQUIRED SOFTWARE			

A.1.5 Cost of Optional Products, Software Licenses and Maintenance (Vendor Enhancements)

Provide the cost of licenses and maintenance for all additionally proposed optional software in the tables below:

Optional Software Products	One-Time Cost	Annual Maintenance Cost	When Annual Cost Begins
TOTAL OF OPTIONAL SOFTWARE			

A.1.6 Software Customization

List each requirement, which would be met by software customization (for which you have marked with an N (No) or WM (Will Modify) or MC (Must Change) in Section 7) and the associated cost of the customization. Insert additional lines as needed. If there are any groupings of related requirements for which customization cannot be separated (i.e., all or none as it applies to the group of requirements), identify all requirements in the grouping and provide a single price for the group.

Note: Decompile all line items in section A.2.6 in your proposed Implementation Plan. Your plan should include your proposed timeline, phases and milestones, when appropriate, on what needs to occur to augment your current COTS system. The court requires all software customization to carry one-year warranty.

SOFTWARE CUSTOMIZATION SUMMARY		
Requirement Item #(s)	Comment/Note & probable timeline & phase	Cost (One-Time)

SOFTWARE CUSTOMIZATION SUMMARY		
Requirement Item #(s)	Comment/Note & probable timeline & phase	Cost (One-Time)
TOTAL CUSTOMIZATION COST		

A.1.7 Optional Hardware (Vendor Enhancements)

List any optional hardware, including purchase cost and annual maintenance the court needs to purchase. Insert additional lines as necessary.

Component Description / Purpose	Make / Model	Qty	Unit Price	One-Time Cost	Annual Maint. Cost	When Annual Cost Begins
<i>TOTAL REQUIRED HARDWARE</i>						

NOTE: The Court reserves the right to purchase specified hardware from its own designated hardware vendor(s), and may not include hardware in a final contract.

A.2 Data Mapping, Conversion and Validation Services

List all activities and costs associated with Data Mapping, Conversion and Validation services, included in your proposal activity on your end for conversion and the cost for working with the Court’s current legacy application. Please cross-reference this section with Section 3.21 of the RFP. Insert additional lines as necessary.

Data Mapping & Conversion Activity	Cost	Notes or Comments
Prepare data for conversion (Legacy Application)		Note: the winning proposer will work directly with the county DP department to convert the data from the current legacy system.
DATA MAPPING, CONVERSION & VALADATION COSTS		

A.3 Training Services

List all costs associated with providing training services. Insert additional lines as necessary.

Note: When breaking down the costs for training, please remember that all training will be on site at the court.

TRAINING TO BE PROVIDED					
Type of Training Event	Total # of People	# per Events	Cost Per Event	# of Events	Total Cost
TOTAL TRAINING COST					

A.4 Implementation Services

List all costs associated with implementation of system.

Note: This is a high-level summary of Implementation Costs to migrate the system from its “current state” to the court’s “desired state”. The court requires an Implementation Plan that outlines tasks, the project’s timeline (the court desires a 90 day Implementation once signoff of contract is completed), the proposed milestones and needed resources for comparison with other vendors who have responded to this RFP.

Implementation Category	Cost	Comments
Project Management		
Software Installation		
Hardware Installation		
System Integration		
Testing Services		
On-site “go-live” Assistance (during roll-out)		
Travel & Living Expenses		
Others (list below)		
<i>TOTAL IMPLEMENTATION COST</i>		

A.5 Other Costs

List any other costs required in your proposal. Identify whether the Other Cost is Required (R) or Optional (O), and One-time or Recurring. Insert additional lines as necessary.

Description	Code (R/O)	One-Time Cost	Annual/ Recurring Cost	Comments
SUBTOTAL OF REQUIRED COSTS				
SUBTOTAL OF OPTIONAL COSTS				
TOTAL OTHER COSTS				

A.6 Cost Summary

A.6.1 Required Costs

Provide a summary of one-time costs for required items in your proposal. All subtotals carried forward to this page should agree with the previous detail pages.

Section / Subsection	Cost Category	One-Time Cost	Annually Recurring
A.2.4	Required Software Licenses		
A.2.6	Software Customization		
A.3	Data Conversion Services		
A.4	Training		
A.5	Implementation Services		
A.6	Other Required Costs		
TOTAL COST FOR REQUIRED ITEMS			

A.6.2 Optional Costs

Provide a summary of one-time costs for required items in your proposal. All subtotals carried forward to this page should agree with the previous detail pages.

Section / Subsection	Cost Category	One-Time Cost	Annually Recurring
A.2.5	Optional Software Licenses		
A.2.7	Optional Hardware		
A.72	Other Optional Costs		
TOTAL COST FOR REQUIRED ITEMS			

A.7 Excluded Costs

Please identify any costs specifically excluded from this proposal. Insert additional lines if necessary.

Item / Description	Notes or Comments

A.8 Cost Proposal Assumptions

State any additional assumptions associated with this Cost Proposal.

<assumptions here>

A.9 Payment Schedule

This schedule should be congruent with your implementation plan in regards to milestones and milestone payment amounts.

Item	Percent of Total Cost	Schedule	Acceptance Criteria
Kick Off Meeting	25%	30 days	Within 30 days of Signing of Contract
Software Install	25%	30 days	(1) Successful installation (2) Sign off from the Judge
Acceptance	50%	30 days	(1) Successful Completion of Training (2) System must work in a production environment for 60 consecutive days. (3) Sign off from Judge

A.10 Vendor Innovations, Accessories and Enhancements
(See Paragraph 3.20)

Item	Cost
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

ATTACHMENT 1 – Required Forms

1. Cover Page for Bid Document
2. Delinquent Property Taxes Affidavit
3. Buy Ohio Information
4. Non-Collusion Affidavit of Prime Bidder
5. Campaign Contributions Affidavit
6. Certificate as to Corporate Principal
7. Civil Rights Compliance
8. Taxpayer Identification Number Information Form
9. Proof of Insurance
10. Form of Contract to be submitted by vendor
11. Copy of corporate surety license to do business in Ohio
12. Declaration Regarding Material Assistance/No Assistance to a Terrorist Organization

http://homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf

FORM OF BID COVER PAGE OF BIDDER'S PROPOSAL

TOTAL NOT TO EXCEED FIXED BID PRICE \$ _____

The undersigned Bidder, _____, having carefully inspected the instructions to bidders as provided in the Warren County, Ohio Request for Proposals for an Information System for the Warren County Juvenile Court, having registered at and attended the mandatory Vendors' Conference, does hereby provide to Warren County, Ohio the following proposal to automate the Warren County Juvenile Court at an amount not to exceed the price as indicated, and in accordance with the instructions as contained in the Warren County, Ohio Request for Proposals for an Information System for the Warren County Juvenile Court.

The following documents are included with this proposal:

- (1) The full name of every person or company interested in the bid;
- (2) A bid bond in the amount of 10% of the total bid made payable to the Warren County Board of Commissioners;
- (3) A properly executed delinquent property taxes affidavit;
- (4) A properly executed non-collusion affidavit;
- (5) A properly executed campaign contributions affidavit;
- (6) Eight (8) copies of the bidder's proposal.

Signature

Company

Name

Address

Title

Address

Date

City, State, Zip

AFFIDAVIT IN COMPLIANCE WITH SECTION 5719.042
OF THE OHIO REVISED CODE

STATE OF _____
COUNTY OF _____

} _____
SS: _____

Personally appeared before me the undersigned, a bidder in a competitive bidding for _____
(Name of Firm)

for a _____ contract to be let by Warren County, Ohio who, being duly cautioned and sworn
(Type of Product or Service)

makes the following statement with respect to the personal property taxes on the general tax list of personal property of Warren

County, Ohio:

1. That the undersigned at the time of making this bid on the aforementioned contract was not charged with any delinquent personal property taxes on the general tax list of personal property of Warren County.
2. That this statement is made in compliance with Section 5719.042 to be incorporated into the contract between the parties as provided in that Section of the Ohio Revised Code.

Signature

Title

Subscribed and sworn before me this _____ day of _____, 2004.

Notary Public

My commission expires _____

BUY OHIO INFORMATION FORM

PLEASE COMPLETE THE FOLLOWING FORM AND SUBMIT IT WITH EACH COPY OF YOUR PROPOSAL.

1. Do you have facilities within Ohio? YES NO
 MANUFACTURING SALES OFFICE NUMBER OF OHIO EMPLOYEES

2. Are products offered in this proposal manufactured in Ohio? YES NO
If no, state place of manufacture: _____

3. Are you registered with the Ohio Secretary of State? YES NO
(If unsure of registration, call 614/466-3910 for confirmation and charter number.)
Charter Number: _____

4. Vendor or offeror hereby certifies that each end product, except the end product(s) listed below, is a domestic source and product as defined in the "Buy America Act"; and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States. YES NO

EXCEPTION(s): _____

(Signature of Authorized Officer)

(Signature of Authorized Legal Representative)

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF } _____
COUNTY SS: } _____
OF }

_____, being first duly sworn, deposes and says that:
(Name)

1. He / she is _____ of _____ the Bidder that has submitted the attached Bid:
(Owner, Partner, Officer, Representative, Agent) (Name of Firm)
2. He / she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid:
3. Such Bid is genuine and is not a collusive or sham Bid:
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this Affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder or to fix any overhead, profit or cost element of the Bid price or Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Board of County Commissioners of Warren County, Ohio or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this Affidavit.

Signature

Title

Subscribed and sworn before me this _____ day of _____, 2004.

Notary Public

My commission expires _____

Vendor agrees that in the performance of the agreement to provide an information system for the Warren County Juvenile Court, there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor as specified in the Civil Rights Act of 1964 and subsequent amendments.

Name of Company

Signature of Representative of Vendor

Date

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the Secretary of the corporation named as Principal in the within bond; that, _____, who signed the said bond on behalf of the Principal was then _____ of said corporation; that I know this signature, and his signature thereto is genuine, and that said bond was duly signed, sealed and attested to for and in behalf of said corporation by authority of its governing body.

Corporate

Seal

Title

(Signature of Authorized Legal Representative)

***** FOR INSTRUCTIONAL USE ONLY *****

READ BEFORE COMPLETING YOUR DMA FORM

Forms not conforming to the specifications listed below or not submitted to the appropriate agency or office will not be processed.

* To complete this form, you will need a copy of the Terrorist Exclusion List for reference. The Terrorist Exclusion List can be found on the Ohio Homeland Security Web site at the following address:

<http://www.homelandsecurity.ohio.gov/dma.asp>

* Be sure you have the correct DMA form. If you are applying for a state issued license, permit, certification or registration, the "State Issued License" DMA form must be completed (HLS 0036). If you are applying for employment with a government entity, the "Public Employment" DMA form must be completed (HLS 0037). If you are obtaining a contract to conduct business with or receive funding from a government entity, the "Government Business and Funding Contracts" DMA form must be completed (HLS 0038). The Pre-certification form (HLS 0035) should only be completed if you are specifically instructed to do so by the agency or office requesting the form.

* Your DMA form is to be submitted to the issuing agency or entity. "Issuing agency or entity" means the government agency or office that has requested the form from you or the government agency or office to which you are applying for a license, employment or a business contract. For example, if you are seeking a business contract with the Ohio Department of Commerce's Division of Financial Institutions, then the form needs to be submitted to the Department of Commerce's Division of Financial Institutions. Do NOT send the form to the Ohio Department of Public Safety UNLESS you are seeking a license from or employment or business contract with one of its eight divisions listed below.

* Department of Public Safety Divisions:

- | | |
|----------------------------------|--------------------------------|
| Administration | Ohio Homeland Security* |
| Ohio Bureau of Motor Vehicles | Ohio Investigative Unit |
| Ohio Emergency Management Agency | Ohio Criminal Justice Services |
| Ohio Emergency Medical Services | Ohio State Highway Patrol |

* **DO NOT SEND THE FORM TO OHIO HOMELAND SECURITY UNLESS OTHERWISE DIRECTED. FORMS SENT TO THE WRONG AGENCY OR ENTITY WILL NOT BE PROCESSED.**

***** FOR INSTRUCTIONAL USE ONLY *****



GOVERNMENT BUSINESS AND FUNDING CONTRACTS
In accordance with section 2909.33 of the Ohio Revised Code

DECLARATION REGARDING MATERIAL ASSISTANCE/NO ASSISTANCE TO A TERRORIST ORGANIZATION

This form serves as a declaration of the provision of material assistance to a terrorist organization or organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List (see the Ohio Homeland Security Division Web site for reference copy of the Terrorist Exclusion List).

Any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided. Failure to disclose the provision of material assistance to such an organization or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree.

For the purposes of this declaration, "material support or resources" means currency, payment instruments, other financial securities, funds, transfer of funds, and financial services that are in excess of one hundred dollars, as well as communications, lodging, training, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

COMPLETE THIS SECTION ONLY IF YOU ARE AN INDEPENDENT CONTRACTOR

LAST NAME FIRST NAME
MI
HOME ADDRESS
CITY STATE ZIP COUNTY
HOME PHONE
WORK PHONE

COMPLETE THIS SECTION ONLY IF YOU ARE A COMPANY, BUSINESS OR ORGANIZATION

LAST NAME FIRST NAME
MI
BUSINESS/ORGANIZATION NAME PHONE
BUSINESS ADDRESS
CITY STATE ZIP COUNTY

DECLARATION

In accordance with section 2909.32 (A)(2)(b) of the Ohio Revised Code

For each question, indicate either "yes," or "no" in the space provided. Responses must be truthful to the best of your knowledge.

1. Are you a member of an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
2. Have you used any position of prominence you have with any country to persuade others to support an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
3. Have you knowingly solicited funds or other things of value for an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
4. Have you solicited any individual for membership in an organization on the U.S. Department of State Terrorist Exclusion List? Yes No
5. Have you committed an act that you know, or reasonably should have known, affords "material support or resources" to an organization on the U.S. Department of State Terrorist Exclusion List? Yes No

6. Have you hired or compensated a person you knew to be a member of an organization on the U.S. Department of State Terrorist Exclusion List, or a person you knew to be engaged in planning, assisting, or carrying out an act of terrorism?

Yes No

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In the event of a denial of a government contract or government funding due to a positive indication that material assistance has been provided to a terrorist organization, or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List, a review of the denial may be requested. The request must be sent to the Ohio Department of Public Safety's Division of Homeland Security. The request forms and instructions for filing can be found on the Ohio Homeland Security Division Web site.

CERTIFICATION

I hereby certify that the answers I have made to all of the questions on this declaration are true to the best of my knowledge. I understand that if this declaration is not completed in its entirety, it will not be processed and I will be automatically disqualified. I understand that I am responsible for the correctness of this declaration. I understand that failure to disclose the provision of material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List, or knowingly making false statements regarding material assistance to such an organization is a felony of the fifth degree. I understand that any answer of "yes" to any question, or the failure to answer "no" to any question on this declaration shall serve as a disclosure that material assistance to an organization identified on the U.S. Department of State Terrorist Exclusion List has been provided by myself or my organization. If I am signing this on behalf of a company, business or organization, I hereby acknowledge that I have the authority to make this certification on behalf of the company, business or organization referenced on page 1 of this declaration.

X

APPLICANT SIGNATURE

DATE

Terrorist Exclusion List

As of July 20, 2006

U.S. Department of State List of Designated Foreign Terrorist Organizations

1. Abu Nidal Organization (ANO)
2. Abu Sayyaf Group
3. Al-Aqsa Martyrs Brigade
4. Ansar al-Islam
5. Armed Islamic Group (GIA)
6. Asbat al-Ansar
7. Aum Shinrikyo
8. Basque Fatherland and Liberty (ETA)
9. Communist Party of the Philippines/New People's Army (CPP/NPA)
10. Continuity Irish Republican Army
11. Gama'a al-Islamiyya (Islamic Group)
12. HAMAS (Islamic Resistance Movement)
13. Harakat ul-Mujahidin (HUM)
14. Hizballah (Party of God)
15. Islamic Jihad Group
16. Islamic Movement of Uzbekistan (IMU)
17. Jaish-e-Mohammed (JEM) (Army of Mohammed)
18. Jemaah Islamiya organization (JI)
19. al-Jihad (Egyptian Islamic Jihad)
20. Kahane Chai (Kach)
21. Kongra-Gel (KGK, formerly Kurdistan Workers' Party, PKK, KADEK)
22. Lashkar-e Tayyiba (LT) (Army of the Righteous)
23. Lashkar i Jhangvi
24. Liberation Tigers of Tamil Eelam (LTTE)
25. Libyan Islamic Fighting Group (LIFG)
26. Moroccan Islamic Combatant Group (GICM)

27. Mujahedin-e Khalq Organization (MEK)
28. National Liberation Army (ELN)
29. Palestine Liberation Front (PLF)
30. Palestinian Islamic Jihad (PIJ)
31. Popular Front for the Liberation of Palestine (PFLF)
32. PFLP-General Command (PFLP-GC)
33. al-Qa'ida
34. Real IRA
35. Revolutionary Armed Forces of Colombia (FARC)
36. Revolutionary Nuclei (formerly ELA)
37. Revolutionary Organization 17 November
38. Revolutionary People's Liberation Party/Front (DHKP/C)
39. Salafist Group for Call and Combat (GSPC)
40. Shining Path (Sendero Luminoso, SL)
41. Tanzim Qa'idat al-Jihad fi Bilad al-Rafidayn (QJBR) (al-Qaida in Iraq) (formerly Jama'at al-Tawhid wa'al-Jihad, JTJ, al-Zarqawi Network)
42. United Self-Defense Forces of Colombia (AUC)

**1 OHIO DEPARTMENT OF PUBLIC SAFETY Division of Homeland Security
U.S. Department of State Terrorist Exclusion List**

1. Afghan Support Committee (a.k.a. Ahya ul Turas; a.k.a. Jamiat Ayat-ur-Rhas al Islamia; a.k.a. Jamiat Ihya ul Turath al Islamia; a.k.a. Lajnat el Masa Eidayatul Afghanistania)
2. Al Taqwa Trade, Property and Industry Company Ltd. (f.k.a. Al Taqwa Trade, Property and Industry; f.k.a. Al Taqwa Trade, Property and Industry Establishment; f.k.a. Himmat Establishment; a.k.a. Waldenberg, AG)
3. Al-Hamati Sweets Bakeries
4. Al-Ittihad al-Islami (AIAI)
5. Al-Manar
6. Al-Ma'unah
7. Al-Nur Honey Center
8. Al-Rashid Trust
9. Al-Shifa Honey Press for Industry and Commerce
10. Al-Wafa al-Igatha al-Islamia (a.k.a. Wafa Humanitarian Organization; a.k.a. Al Wafa; a.k.a. Al Wafa Organization)

11. Alex Boncayao Brigade (ABB)
12. Anarchist Faction for Overthrow
13. Army for the Liberation of Rwanda (ALIR) (a.k.a. Interahamwe, Former Armed Forces (EX-FAR))
14. Asbat al-Ansar
15. Babbar Khalsa International
16. Bank Al Taqwa Ltd. (a.k.a. Al Taqwa Bank; a.k.a. Bank Al Taqwa)
17. Black Star
18. Communist Party of Nepal (Maoist) (a.k.a. CPN(M); a.k.a. the United Revolutionary People's Council, a.k.a. the People's Liberation Army of Nepal)
19. Continuity Irish Republican Army (CIRA) (a.k.a. Continuity Army Council)
20. Darkazanli Company
21. Dhamat Houmet Daawa Salafia (a.k.a. Group Protectors of Salafist Preaching; a.k.a. Houmat Ed Daawa Es Salifiya; a.k.a. Katibat El Ahoual; a.k.a. Protectors of the Salafist Predication; a.k.a. El-Ahoual Battalion; a.k.a. Katibat El Ahouel; a.k.a. Houmate Ed-Daawa Es-Salafia; a.k.a. the Horror Squadron; a.k.a. Djamaat Houmat Eddawa Essalafia; a.k.a. Djamaatt Houmat Ed Daawa Es Salafiya; a.k.a. Salafist Call Protectors; a.k.a. Djamaat Houmat Ed Daawa Es Salafiya; a.k.a. Houmate el Da'awaa es-Salafiyya; a.k.a. Protectors of the Salafist Call; a.k.a. Houmat ed-Daaoua es-Salafia; a.k.a. Group of Supporters of the Salafiste Trend; a.k.a. Group of Supporters of the Salafist Trend)
22. Eastern Turkistan Islamic Movement (a.k.a. Eastern Turkistan Islamic Party; a.k.a. ETIM; a.k.a. ETIP)
23. First of October Antifascist Resistance Group (GRAPO) (a.k.a. Grupo de Resistencia Anti-Fascista Premero De Octubre)
24. Harakat ul Jihad i Islami (HUJI)
25. International Sikh Youth Federation
26. Islamic Army of Aden
27. Islamic Renewal and Reform Organization
28. Jamiat al-Ta'awun al-Islamiyya
29. Jamiat ul-Mujahideen (JUM)
30. Japanese Red Army (JRA)
31. Jaysh-e-Mohammed
32. Jayshullah
33. Jerusalem Warriors
34. Lashkar-e-Tayyiba (LET) (a.k.a. Army of the Righteous)
35. Libyan Islamic Fighting Group

36. Loyalist Volunteer Force (LVF)
37. Makhtab al-Khidmat
38. Moroccan Islamic Combatant Group (a.k.a. GICM; a.k.a. Groupe Islamique Combattant Marocain)

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39. Nada Management Organization (f.k.a. Al Taqwa Management Organization SA)
40. New People's Army (NPA)
41. Orange Volunteers (OV)
42. People Against Gangsterism and Drugs (PAGAD)
43. Red Brigades-Combatant Communist Party (BR-PCC)
44. Red Hand Defenders (RHD)
45. Revival of Islamic Heritage Society (Pakistan and Afghanistan offices -- Kuwait office not designated) (a.k.a. Jamia Ihya ul Turath; a.k.a. Jamiat Ihia Al- Turath Al-Islamiya; a.k.a. Revival of Islamic Society Heritage on the African Continent)
46. Revolutionary Proletarian Nucleus
47. Revolutionary United Front (RUF)
48. Salafist Group for Call and Combat (GSPC)
49. The Allied Democratic Forces (ADF)
50. The Islamic International Brigade (a.k.a. International Battalion, a.k.a. Islamic Peacekeeping International Brigade, a.k.a. Peacekeeping Battalion, a.k.a. The International Brigade, a.k.a. The Islamic Peacekeeping Army, a.k.a. The Islamic Peacekeeping Brigade)
51. The Lord's Resistance Army (LRA)
52. The Pentagon Gang
53. The Riyadus-Salikhin Reconnaissance and Sabotage Battalion of Chechen Martyrs (a.k.a. Riyadus-Salikhin Reconnaissance and Sabotage Battalion, a.k.a. Riyadh-as-Saliheen, a.k.a. the Sabotage and Military Surveillance Group of the Riyadh al-Salihin Martyrs, a.k.a. Riyadus Salikhin Reconnaissance and Sabotage Battalion of Shahids (Martyrs))
54. The Special Purpose Islamic Regiment (a.k.a. the Islamic Special Purpose Regiment, a.k.a. the al-Jihad-Fisi-Sabilillah Special Islamic Regiment, a.k.a. Islamic Regiment of Special Meaning)
55. Tunisian Combat Group (a.k.a. GCT, a.k.a. Groupe Combattant Tunisien, a.k.a. Jama'a Combattante Tunisien, a.k.a. JCT; a.k.a. Tunisian Combatant Group)
56. Turkish Hizballah
57. Ulster Defense Association (a.k.a. Ulster Freedom Fighters)
58. Ummah Tameer E-Nau (UTN) (a.k.a. Foundation for Construction; a.k.a. Nation Building; a.k.a. Reconstruction Foundation; a.k.a. Reconstruction of the Islamic Community; a.k.a. Reconstruction of the

Muslim Ummah; a.k.a. Ummah Tameer I-Nau; a.k.a. Ummah Tameer E-Nau; a.k.a. Ummah Tameer-I-Pau)

59. Youssef M. Nada & Co. Gesellschaft M.B.H.

U.S. Treasury Department's Designated Charities and Potential Fundraising Front Organizations for FTOs

1. Makhtab al-Khidamat / Al Kifah (formerly U.S.-based, Pakistan)
2. Al Rashid Trust (Pakistan)
3. WAFSA Humanitarian Organization (Pakistan, Saudi Arabia, Kuwait, United Arab Emirates)
4. Rabita Trust (Pakistan)
5. Ummah Tameer E-Nau (Pakistan)
6. Revival of Islamic Heritage Society - Pakistan and Afghanistan Branches (Kuwait, Afghanistan, Pakistan)
7. Afghan Support Committee (Afghanistan, Pakistan)
8. Al Haramain Foundation (Indonesia, Kenya, Pakistan, Tanzania, Bosnia, Somalia, Bangladesh, Afghanistan, Albania, Ethiopia, Netherlands, Comoros Islands, and United States branches)
9. Aid Organization of the Ulema (Pakistan)
10. Global Relief Foundation (United States)

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11. Benevolence International Foundation (United States):
12. Benevolence International Fund (Canada)
13. Bosanska Idealna Futura (Bosnia)
14. Stichting Benevolence International Nederland (Netherlands)
15. Lajnat al Daawa al Islamiyya (Kuwait, Pakistan, Afghanistan)
16. Al Akhtar Trust (Pakistan)
17. Taibah International (Bosnia)
18. Al Haramain & Al Masjed Al Aqsa Charity Foundation (Bosnia)
19. Al Furqan (Bosnia)
20. Islamic African Relief Agency (IARA) / Islamic Relief Agency (ISRA) (Sudan, United States and 40 other branches throughout the world)
21. The Holy Land Foundation for Relief and Development (United States)
22. Al Aqsa Foundation (United States, Europe, Pakistan, Yemen, South Africa)
23. Comité de Bienfaisance et de Secours aux Palestiniens (France)

24. Association de Secours Palestinien (Switzerland)
25. Interpal (Palestinian Relief & Development Fund) (United Kingdom)
26. Palestinian Association in Austria (Austria)
27. Sanibil Association for Relief and Development (Lebanon)
28. Elehssan Society (Palestinian territories)
29. Aleph (Aum Shinrikyo/Aum Supreme Truth)
30. Rabbi Meir David Kahane Memorial Fund (Kahane Chai and Kach) American Friends of the United Yeshiva (Kahane Chai and Kach) American Friends of Yeshivat Rav Meir (Kahane Chai and Kach) Friends of the Jewish Idea Yeshiva (Kahane Chai and Kach)
31. Irish Republican Prisoners Welfare Association (Real IRA)
32. Socorro Popular Del Peru/People's Aid of Peru (Sendero Luminoso/Shining Path)

ATTACHMENT 2 – Requested Reports

Reports Generated by Case Management System

Supreme Court Report
ODYS Reports
IV-E Reports

Truancy Reports by:
School District, Building, Grade Level
Truancy Program (5 phases) Adults

Felony Charges Filed
Felony Adjudications
Sex Offenses

Reports to sort by:

Age
Gender
Zip Code
Custodial Status
Offense Code
Magistrate
School District
Grade Level
Police Agency

Civil Cases by:
Paternity
Custody
Support

Adults:
Ohio Revised Code
Zip Code
Age

Dependent/Neglect/Abuse – by Adjudication
Disposition

Juvenile Detention Center
Track # of Days in JDC by Offense
JDC Overcrowding Report

Recidivism for all Programs

ATTACHMENT 3 – Interoperable Programs

On-Base – Document Scanning

AS-400 – Parental Support, accepting of payments

Microsoft Office Programs: Word, Excel, Outlook (for calendaring)

BIS Digital Court Recording System

Viva Jr. - Drug screening application

ATTACHMENT 4 – Agencies Needing Access

The Vendor's response must include costs for providing access to the below-listed agencies.

Agencies needing access through the Local Area Network:

Warren County Common Pleas Court
Warren County Sheriff's Department
Warren County Prosecutor
Ohio State Highway Patrol
Children's Services
County Prosecutor
Child Support Enforcement Agency
All police departments in the county

ATTACHMENT 5 – Dispositions

Dispositions for Case Management System

Probation: Time Frame: _____

House Arrest

Electronically Monitored House Arrest

Community Service Hours: _____

Drug/Alcohol Monitoring

Anger Management

YES

Full Disclosure Polygraph

Court Clinic Group: _____

Assessments:

- Alcohol/Drug
- Mental Health
- Court Clinic
- Mary Haven Youth Center
- Pre-Sentence Investigation
- Sex Offender
- Pre-Release Risk Assessment

Placements:

- Mary Haven Youth Center
 - Full Program
 - First Step Program
- Ohio Department of Youth Services
- Juvenile Detention Center # of Days: _____
- Other
- Suspended Commitment

Issue or Recall Warrant

No Contact with:

Operator License Suspension until:

Drug Screen Results:

Dependent/Neglect/Abuse

Disposition by:

Temporary Custody to Warren County Children Services

Permanent Custody to Warren County Children Services

Legal Custody to Parent

Legal Custody to Relative

Money Ordered/Collected:

Fines: _____

Costs: _____

Restitution: _____

Support: _____

ATTACHMENT 6 – Contracts

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2009, with the Warren County Commons Pleas Court, Juvenile Division, 570 Justice Drive, Lebanon, Ohio, hereinafter called "Owner" and _____, doing business as _____ (an individual, partner, a corporation) hereinafter called "Vendor."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Owner, the Vendor hereby agrees with the Owner to commence and complete the installation of a computerized case management system described as follows:

Information System for the Warren County Commons Pleas Court, Juvenile Division

hereinafter called the project, for the sum of

_____, and all work in connection therewith, under the terms as stated in the Conditions of the Contract; and as his/her (its or their) own proper cost and expense furnish all the system software, application software, utilities, training, implementation services, maintenance, documentation and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, Conditions of the Contract, the Specifications and Contract Documents. "Contract Documents" means and includes the following documents from the RFP:

- A) Response Checklist
- B) Detailed instructions
- C) Statement of Work
- D) General System Requirements
- E) Proposal Format and Submittal
- F) Evaluation and Selection
- G) Terms and Conditions
- H) Software Requirements
- I) Cost Proposal Response Section
- J) Required Forms
- K) Requested Reports
- L) Interoperable Programs
- M) Agencies Needing Access
- N) Dispositions

The Bid Documents, as defined herein, are fully incorporated as if fully rewritten.

The VENDOR hereby agrees to commence work under this contract on or before a date to be specified in a Written "Notice to Proceed" of the OWNER, and to fully complete the project in accordance with the STANDARDS of PERFORMANCE and ACCEPTANCE (6.22) of the RFP. In the event of default the VENDOR agrees to reimburse the OWNER in accordance with the provisions set forth in the DEFAULT by the VENDOR (6.13) and VENDOR LIMITATION of LIABILITY and REMEDIES (6.14)

OWNER reserves the right to cancel the contract at anytime without cause, upon two (2) weeks written notice to the VENDOR in accordance with the CANCELLATION of CONTRACT (6.17) of the RFP.

The VENDOR will indemnify and save the OWNER, their officers and employees, harmless from loss, expenses, costs, reasonable attorneys fees, litigation expenses, suits at law or in equity, causes of action, actions, damages, and obligations arising from (a) based on a claim that this system or any part of the system furnished under this contract infringes a United States Patent or Copyright pursuant to INDEMNITY (6.15) of the RFP; (b) negligent acts, errors or omissions by VENDOR, its agents, employees, licensees, consultants or subconsultants; (c) the failure of the VENDOR, its agents, employees, licensees, consultants or subconsultants to observe the applicable standard of care providing services pursuant to this agreement.

The OWNER agrees to pay the VENDOR in the manner and at such times as set forth in the General Provisions such amounts as required by the Contract Documents.

This Agreement shall be governed by the laws of the State of Ohio. The Parties stipulate to the Warren County Court of Common Pleas as exclusive venue for all disputes arising from this Agreement, and any bond securing the bid and performance of this Agreement.

This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

VENDOR shall bind every subVENDOR to, and every subVENDOR must agree to be bound by the terms of this Agreement and EEO requirements. Nothing contained in this Agreement shall create any contractual relationship between any subVENDOR and Owner, nor create any obligations on the part of the Owner to pay or see to the payment of any sums to any subVENDOR.

IN EXECUTION WHEREOF, _____, the **VENDOR** herein, has caused this Agreement to be executed by _____, whose title is _____, on the date stated below, pursuant to a corporate resolution or consent action, a copy of which is attached hereto.

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

IN EXECUTION WHEREOF, _____, the Warren County Common Pleas Court, Juvenile Division has caused this Agreement to be executed by the Honorable Michael Powell, Judge Warren County Common Pleas Court, Juvenile Division, Warren County, Ohio, on the date stated below, pursuant to Resolution No. _____, dated _____.

SIGNATURE: _____

NAME: Michael Powell

TITLE: Judge

DATE: _____

Information System for the Warren County Commons Pleas Court, Juvenile Division

CONTRACT DOCUMENTS

Approved as to Form:

Assistant Prosecutor

Date: _____

The Supreme Court of Ohio

Technology Services
65 South Front Street
Columbus, Ohio 43215-3431

Toll free in Ohio: (800) 826-9010 • Elsewhere: (614) 387-9437
Facsimile: (614) 387-9609 • URL: www.sconet.state.oh.us