

Crow Tribal Courts Court Management System RFP



Prepared for Crow Tribal Courts

Prepared by

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Introduction

The purpose of this RFP is to identify and ultimately select a Court Case Management System that will support the operations of the Judicial Branch of the Apsaalooke Nation (“Crow Tribe”) and the Crow Tribal Court; including remote operations. The Crow Tribal Court is currently using JustWare 5.0. This is one version behind the current version of 6.0; however, JustWare has been retired by the vendor Journal Technologies. While, Journal Technologies does offer an alternative solution, Crow Tribal Court wishes to evaluate its options and make certain that the selected solution can be reasonably anticipated to meet the Court’s administrative and financial data, process and procedural requirements, and other related requirements in the most efficient, intuitive, convenient, and cost-effective manner possible.

The People

The Apsaalooke Nation (“Crow Tribe”) is a federally recognized tribe headquartered on the Crow Indian Reservation, located in South East Montana, as established by the Fort Laramie Treaties of 1851 and 1868. In 2014, there were approximately 13,394 enrolled Crow Tribal members; around 9,100 of which lived on the reservation.

In its 2001 Tribal Constitution and Bylaws, the Crow Tribe established a tripartite government system consisting of three separate and distinct branches; i.e. - the Executive, Legislative, and Judicial Branches. The Crow Judicial Branch consists of a statutory Crow Tribal Court, which is a trial court of general tribal jurisdiction, a statutory Crow Juvenile Court, and a statutory Crow Appellate Court (also known as the Crow Court of Appeals). A Crow Traditional Supreme Court was also authorized by law, but to date, has not yet been established.

The Statutory Crow Tribal court, located at 409 Makawasha Lane, Crow Agency, Montana, is presided over by three judges who are elected at-large by the Crow Tribal General Council (all adult members of the Tribe). The Chief Judge is the head of the Judicial Branch and in addition to presiding over cases, also carries additional responsibilities related to the Judicial Branch. The two Associate Judges preside over cases assigned by the Chief Judge. There is one Court Administrator who is responsible for supervising all staff; which currently consists of three Deputy Clerks of Court, a probation officer, and a bailiff/process server. Staff numbers and positions can vary from year to year based on funding and operational goals established by the Court.

Solution Architecture

The Judicial Branch and Crow Tribal Court will be on a dedicated 250Mb by 250Mb internet circuit. The solution architecture may be either browser based, SaaS based or fully on premise with either a thin or thick client. Vendor responses should identify and explain their recommended architecture solution(s); i.e.-100% on premise, cloud or SaaS based, or hybrid. When evaluating proposals, the Crow Tribal Court will take into consideration the potential tradeoffs between total cost of ownership and feature functionality, implicated and/or identified in each proposal.

Case Load

The case load is lower this year due to current events. However, the Crow Tribal Court is estimated to process a total of approximately 1,500 to 2,000 cases per year. This case load is spread across the

criminal court, the juvenile court and the civil court. The request is that the system have the capacity to handle a growth of double their current case load.

JustWare Data

The JustWare database architecture is SQL and there is currently about 1Gb of existing data that will need to be migrated from the Crow Tribal Court server to the selected CMS solution.

RFP Instructions

The Crow Tribal Court RFP Response spreadsheet must be completed and submitted. Additional materials will only be accepted in conjunction with a completed response spreadsheet. Incomplete RFP response spreadsheets will not be considered.

All RFP Questions and RFP Responses must be sent by email by the deadlines identified in the timeline section of this document. These and any other communications or questions must be sent to all of the following:

greg@honcooptechnology.com

jeff@honcooptechnology.com

DBearDontWalk@crowtribalcourts.org

sraby@honcooptechnology.com

RFP Questions

All RFP questions will be collated into a single document and answers will be shared with all participating vendors. All questions will be anonymized.

Timeline

The Crow Tribal Court would like to complete the review and selection process as expeditiously as is reasonably possible. The following chart displays the deadlines associated with this RFP:

Event	Completion date
RFP Release Date	July 1
RFP Advertisement Period	July 1 through July 15
Vendor Intent to Respond to the RFP	July 15
RFP Q&A Period	July 1 – July 22
Vendor Q&A Meeting	July 22
Submit Proposed Architecture	July 15
RFP Questions Answered and Published	July 24
RFP Responses Due	July 31
RFP Shortlist Selection	August 7
RFP Final Demonstrations	August 14
Final Selection	August 21

Proposed Architecture

Crow Tribal Court will implement an infrastructure that meets the needs of the new court management solution. As such, it is important to understand the proposed architecture. It is requested that each vendor supply a recommended architecture for its solution. This is a high-level description. For example, the solution may be cloud or SaaS based. Alternatively, the solution may be on premise only, or a hybrid of both. The architecture should list the processor, memory and disk requirements for an on-premise or IaaS type of solution. The proposed architecture date submittal is July 15. The proposed architecture submittal is non-binding.