



Commissioner John O'Grady **Commissioner** Paula Brooks **Commissioner** Marilyn Brown
President

Purchasing Department
Karl H. Kuespert, C.P.M., Director

REQUEST FOR INFORMATION

FOR

REQUEST FOR INFORMATION: **2010-52-16**

DATE AND TIME OF RFI OPENING: **March 26, 2010 at 2:00 p.m.**

PROJECT NAME: **Civil Processing & Real Estate Software**

This Request for Information (RFI) is issued under the provisions of the Ohio Revised Code (ORC) Sections 307.86 to 307.92. All responses submitted in response to this RFI shall comply with Ohio law. The laws of the State of Ohio will govern any disputes rising under this RFI and subsequent RFP's released as a result of this RFI, if applicable.

SUMMARY OF PROJECT/PROPOSAL

The Franklin County Sheriff's Office is looking for a Commercial, off the shelf (COTS) solution to improve efficiency and timeliness of information within and outside the Sheriff's Office.

NAME OF COMPANY: _____

NAME OF OFFICIAL: _____

ORDER PLACEMENT/CONTACT NAME: _____

ADDRESS: _____

CITY, STATE, & ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

Those submitting responses to this RFI are reminded to return the entire Request for Information with their submission to Franklin County Purchasing Department, 373 South High Street, 25th Floor, Columbus, Ohio 43215.

REQUEST FOR INFORMATION

The Franklin County Sheriff's Office is looking for a software solution from qualified software providers to improve efficiency and timeliness of information within and outside the Sheriff's Office. Franklin County currently has the ability to support Sequel based solutions, however, the County wishes to learn about all available systems, including Oracle based solutions.

The system would be used to manage and track Civil Processing (i.e. Process Server of court documents) transactions within the Sheriff's Office and if possible, Franklin County Foreclosure Property sales. If your company only provides one solution rather than covering both Civil Processing and Foreclosed Real Estate, we still would like a response from you to determine product availability.

Ideally, the system would be housed and managed internally at Franklin County.

Desired (or equivalent) system components include, but are not limited, to:

- Scanners or PDA's or equivalent for Deputies to record service of documents in the field;
- Ability to print weekly and monthly reports from database;
- Ability to enter all information from court documents such as case number, type of filing (civil, subpoena, fees, etc.)
- Ability to search database by any field such as by Defendant name, case number, etc.
- Ability to add new data with a new date received and court date to an existing case number, including updating fee schedules;
- Ability to enter party name and address who sent the paper and print a label;
- Ability to assess information from the old databases or combine information;
- Ability to mark forms as "served," "attempted" or "returned" including dates & times;
- Drop down boxes to capture information such as deputy name, type of service (residential, pick-up), etc.;
- Ability for system to capture & calculate mileage fees;
- Ability to print and track bills and payments, showing new balance due;
- Ability to print forms such as CPO cards;
- Ability to map out specific routes with directions from selected documents;
- Automatic notification of served papers to Sheriff's Office Records Bureau;
- Ability to track foreclosed real estate sales;
- Ability to print checks for real estate money releases and automatically update balances;
- Ability to generate audit trail by log-on information;
- Ability to perform weekly and monthly reconciliations of financial transactions for foreclosed real estate sales;
- Ability to generate forms regarding foreclosed real estate;
- Ability to separate Municipal Court cases from Common Pleas Courts cases;
- Ability to scan documents and attached to case numbers;
- Ability to automatically calculate required deposit for each foreclosed real estate sale; conveyance fees and Deed fees.

Vendors are asked to provide:

- A cover letter describing proposed software solution;
- Brochures, ads, written documentation, etc. of vendor's company and/or proposed solution, if available;
- Reference of customers currently using vendors proposed solution and/or products, including company name, contact person name, address, telephone number and year installed;
- Any other pertinent information, minus pricing, that Vendor feels necessary to explain proposed solution;
- Please also state if your product is available on Ohio State Term Schedule or GSA Schedule 70.
- Vendors are encouraged to share this RFI with other computer software affiliates who have ability to provide a software solution.

SUBMISSION INFORMATION AND DEADLINES**Use of Information**

The information provided by vendors responding to this RFI may be used to prepare a Request for Proposal at a later date. Publishing this Request for Information (RFI) does not imply that a contract for the described services will be awarded when you respond to the Request for Information. Vendors who respond to this RFI will be automatically added to a bidders' list in the eventuality that the Franklin County Sheriff's Office publishes a RFP for this service.

Deadline for Submitting Questions

The deadline to submit questions regarding this RFI is **March 5, 2010 at the close of business**. Please submit questions, in writing, to Jennifer Fair, Senior Purchasing Coordinator, Franklin County Purchasing Department, via email: jlfair@franklincountyohio.gov; fax: (614) 462-3144 or by mail: 373 S. High Street, 25th Floor, Columbus, Ohio 43215.

Responses to questions will be posted to the Purchasing Department website at: <http://www.franklincountyohio.gov/commissioners/prch/> prior to the RFI opening.

Response Submission

Faxed and emailed submissions are not accepted. Please submit your response in the following formats:

Two originals plus one (1) copy on CD Rom.

A vendor's response must also include a complete copy of this Request for Information. Vendor's response must be submitted in a sealed envelope, box or container, listing the RFI Title and Number on the exterior along with the submitting party's name and address.

RFI Opening

All responses are due by **March 26, 2010 at 2:00 p.m.** If an RFI is received after the response date and time that information may not be considered as the Franklin County Sheriff's Office will be reviewing the information provided shortly after the response date. Responses must be submitted to the Franklin County Purchasing Department, 25th Floor, 373 S. High Street, Columbus, Ohio 43215.

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