



FINANCE DEPARTMENT / PURCHASING DIVISION

5350 Belt Line Road

(972) 450-7090 – Facsimile (972) 450-7065

Post Office Box 9010 Addison, Texas 75001

INVITATION TO BID

The Town of Addison is accepting bids from all interested parties for

Bid No: 09-10
Bid Name: Court Case System Software
Bid Opening: April 24, 2009 10:00 AM
Purchasing Division
Town of Addison Finance Building
5350 Belt Line
Addison, Texas 75240

Since DemandStar.com maintains the vendor files for the Town of Addison, bidders do not need to notify the Town if they do not intend to bid on this project. For vendors that would like to be removed from the bidder's list, please notify the Town of Addison in writing.

If you are not a member of Demandstar and wish to obtain a free copy of the bid specifications, you may pick up one at the Town of Addison, Purchasing Division, 5350 Belt Line Road, Addison, TX 75240

Please pay particular attention to Receipt and Preparation of the bid.

For questions concerning the bidding process, contact Matt McCombs, Management Analyst, at 972-450-7090 or e-mail at mmccombs@addisontx.gov. For questions concerning the scope of the work contact Hamid Khaleghipour, IT Director, at 972-450-2868.

**TOWN OF ADDISON
INSTRUCTIONS TO BIDDERS**

1.0 RECEIPT AND PREPARATION OF THE BID

- 1.1 Bids will be received by the Purchasing Coordinator of the Town of Addison until time specified in the Invitation to Bid, at which time bids will be publicly opened and read aloud, in the Finance Building of the Town of Addison located at 5350 Belt Line Rd., Addison, TX 75254. Bids must be received by the specified time in order to be considered, and bids submitted after this closing time will not be considered and will be returned unopened.
- 1.2 Each bid shall be enclosed in a sealed envelope, addressed to the Purchasing Coordinator. Town of Addison, P.O. Box 9010, Addison, Texas, 75254. Bids must be labeled in the lower left-hand corner with the bid name and number. Bidders must also include their company name and address on the outside of the envelope.
- 1.3 Bidders are responsible for making certain bids are delivered to the purchasing division. Mailing of a bid does not insure that the bid will be delivered on time or delivered at all. If bidder does not hand deliver bid, it is suggested that he/she use some sort of delivery service that provides a receipt.
- 1.4 Bids may be withdrawn prior to the above scheduled time set for closing of the bids. Any bid received after the time and date specified will not be considered.
- 1.5 The Town of Addison reserves the right to postpone the date and time for opening bids through an addendum.

2.0 ADDENDA AND EXPLANATIONS

- 2.1 Bidders having any questions regarding the true meaning of the specifications or terms and conditions shall submit these questions to the Purchasing Coordinator. Any and all interpretations or supplemental instructions, which, if issued, will be sent to all prospective bidders. A copy of all addenda issued must be signed and returned with your bid.

3.0 TAXES

All bids are required to be submitted without State Sales tax. The Town of Addison is exempt from payment of such taxes and a Tax Exemption Certificate will be executed for the successful bidder.

4.0 SCOPE OF WORK

The work under this contract shall consist of the items or services contained in the bid, including all materials, equipment, labor and all other items necessary to complete said work in accordance with the contract documents.

5.0 EXAMINATION OF CONTRACT DOCUMENTS AND SITES

- 5.1 Before submitting a bid, each bidder must thoroughly examine the contract documents and project site to ensure that the services you are proposing meets the intent of these specifications.
- 5.2 The Town of Addison is not responsible for incomplete bid packets.
- 5.3 Bidders are instructed to return all pages of the bid packet that contain written responses.

6.0 BIDDING

- 6.1 Bidders are instructed to consider the following factors in preparation of your bid:
 - a. Bids shall remain firm for a period of 180 calendar days after the scheduled bid opening.
 - b. Exceptions to any specifications, or part thereof, must be clearly stated and included with your Bid Proposal Form.
 - c. Bidders are instructed to include all necessary charges, related to this contract.

7.0 AWARD OF CONTRACT

- 7.1 The Town of Addison reserves the right to reject any or all bids, reject any particular item on a bid, and to waive immaterial formalities. The contract will be awarded to the lowest responsible bidder whose bid is most advantageous to the city, price and other factors considered. Award may be by line item or in total, at the sole discretion of the Town of Addison.
- 7.2 Award will be based upon an analysis of the following criteria: Bidders ability to produce the goods or services requested, performance on similar contracts, and an evaluation of the bidder's understanding of the purchaser's needs. To demonstrate bidder's qualifications to perform the work, each bidder must submit with their bid, five (5) customer references for similar projects, including name of customer, telephone number and individual to contact.
- 7.3 The anticipated start date is as soon as practical after the bid is awarded. The Contractor will have one hundred eighty (180) calendar days to finish the project, from start date to completion of the project. (The owner feels this project can easily be completed in thirty days or less)

8.0 CERTIFICATES OF INSURANCE REQUIRED

- 8.1 The Contractor shall agree to furnish and maintain, during the period of this agreement, insurance coverage meeting the following requirements:
 - a. Commercial General Liability Insurance at minimum combined single limits of \$500,000 per occurrence and \$1,000,000 general aggregate for Bodily Injury and Property Damage, which coverage shall include Products/Completed Operations, (\$1,000,000 Products/Completed Operations Aggregate) and XCU (explosion, collapse & underground) Hazards. Coverage for Products/ Completed Operations must be maintained for at least two (2) years after the work is

completed. Coverage must be written on an Occurrence Form. Contractual Liability must be maintained with respect to the contractor's obligations contained in the contract.

- b. Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits of \$100,000 per occurrence - each accident, \$100,000 per occurrence - disease, and \$500,000 aggregate - disease.
- c. Commercial automobile liability insurance at minimum combined single limits of \$500,000. per occurrence for owned, non-owned and hired coverage.

8.2 Contractor shall provide the following endorsements:

- a. Named insured wording which includes the Contractor and the Town of Addison with respect to general liability, automobile liability.
- b. All liability policies shall contain cross liability and severability of interest clauses.
- c. A waiver of subrogation in favor of the Town of Addison with respect to the worker's compensation insurance and all other insurance policies.
- d. The policy shall be endorsed to require the insured to immediately notify the Town of Addison of any material changes in the insurance coverage.

8.3 All insurance shall be purchased from an insurance company, which meets the following requirement:

- a. Must be issued by a carrier, which is rated "A-1" or better by A.M. Best's Key Rating Guide.
- b. Licensed and admitted to do business in the State of Texas and is a subscriber to the Texas Guaranty Fund.

8.4 All insurance must be written on forms filed with and approved by the Texas State Board of Insurance. Certificates of insurance shall be prepared and executed by the insurance company or it's authorized agent and shall contain provisions representing and warranting the following:

- a. The company is licensed and admitted to do business in the state of Texas.
- b. The Texas State Board of Insurance has approved the company's forms.
- c. Sets forth all endorsements as required above.
- d. The Town of Addison will receive at least thirty (30) days notice prior to cancellation or termination of insurance.

9.0 BONDS REQUIRED

Bonds must be executed prior to beginning work on the project and must be executed by a corporate surety authorized and admitted to do business in the State of Texas and licensed by the State to issue surety bonds. The Surety must be listed in the most recent U.S. Treasury Department's "List of Acceptable Sureties", issued annually on July 1.

- 9.1 The **Bid Bond** shall be made payable to the Town of Addison in the amount of five per cent (5%) of the Bidders total bid price. Security shall be in the form of a certified bank check or a Bid Bond issued by a corporate surety authorized and admitted to do business in the State of Texas and licensed by the State to issue surety bonds. The surety shall also appear as a qualified surety on the list from the U.S. Treasury Department

All bonds shall be signed by Contractor as principal and by an established bonding company approved by Owner, as surety.

Bonds shall be accompanied by appropriate power-of-attorney clearly establishing extent and limitations of authority of each signer to so sign, and where the work is performed and to whom any requisite notices may be delivered and on whom service of process may be had in matters arising out of such suretyship.

All bonds shall be made on forms complying with requirements of laws of the State of Texas.

10.0 RESOLUTION OF DISPUTES

The parties hereby covenant and agree that in the event of any controversy, dispute, or claim of whatever nature arising out of, in connection with or in relation to the interpretation, performance or breach of this agreement, including but not limited to any claims based on contract, tort or statute before filing a lawsuit the parties agree to submit the matter to Alternative Dispute Resolution pursuant to the laws of the State of Texas. The parties shall select a third party arbitrator or mediator from the current list of neutrals on file with the Alternative Dispute Resolution Administrator of the Dallas County District Courts. All forms of Alternative Dispute Resolution may be used except binding arbitration. The proceedings shall be conducted in accordance with the laws of the State of Texas.

11.0 NON DISCRIMINATION POLICY

It is the policy of the Town of Addison to afford all people an equal opportunity to bid on any contract being let by the Town.

The Town of Addison has a policy that prohibits discrimination against any person because of race, color, sex, or national origin, in the award or performance of any contract.

The Town of Addison will require its employees, agents, and contractors to adhere to this policy.

BID FORM
Court Case System Software
BID 09-10

PRINT

Company Name: _____

Full Mailing Address: _____

Phone Number: (____) _____ Fax (____) _____

I have received, read, and will abide by all pages of these specifications. I am a legal agent of the above named company and am fully authorized to sign this bid. Affiant further states that Bidder has not paid, given, or donated or agreed to pay, give or donate to any officer or employee of the Town of Addison any money or other thing of value, either directly or indirectly, in award of the Bid.

Authorized Signature	Print Name/Title	Date
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TOTAL MATERIALS AND SERVICES \$ _____

Calendar days from Notice to Proceed to Completion of Work _____ days

QUALIFICATION OF BIDDER STATEMENT

BIDDER: _____

PROJECT: _____

Authorized Signature

Print Name/Title

Date

COMPANY INFORMATION:

Number of years in your business? _____

Number of years at current location? _____

Do you maintain a permanent commercial business office? _____

Have you or any present partners or officers failed to complete a contract: _____ If yes, give name of owner and/or surety?

Can you be reached 24 hours a day (in an emergency)? _____

By what means? Pager# _____ Cell Phone# _____

Answer Svc# _____ Other# _____

INSURANCE:

Do you meet all insurance requirements as stipulated in the specifications? _____

Does your company engage in building or construction as its primary business? ____ Yes ____ No

If yes, please include information on your Workers Compensation policy along with this bid.
State law requires that contractors engaging in building and construction must have Workers
Compensation insurance coverage.

BANKING REFERENCE:

Name of Bank _____ Officer's Name _____

Telephone Number _____ Years business with Bank _____

CUSTOMER REFERENCES

Users you have provided with this product or service. Please use comparable projects and government entities, if any.

<u>COMPANY NAME</u>	<u>PROJECT</u>	<u>CONTACT NAME</u>	<u>PHONE NUMBER</u>

BIDDER CHECKLIST

Y or N to the following questions

___ Qualification of Bidder statement completed?

___ Bid signed?

___ Bid meets or exceeds all specifications?

___ Bid bond included?

___ I have visited the site and performed a close-up visual inspection of the site conditions

Exceptions/Comments: (separate sheet if necessary)

**Court Case System Software
Bid 09-10
INSURANCE REQUIREMENT AFFIDAVIT
(SUPPLEMENTAL INFORMATION)**

To be completed by appropriate insurance agent

I, the undersigned agent, certify that the insurance requirements contained in this bid document have been reviewed by me with the below identified vendor. If the below identified vendor is awarded this contract by the Town of Addison, I will be able, within ten (10) days after being notified of such potential award, to furnish a valid insurance certificate to the Town meeting all of the requirements contained in this bid.

Agent's Signature

Agent's Name Printed

Name of Insurance Carrier

Phone Number of Agent

Address of Agency

City, State, Zip

Vendor's Name

SUBSCRIBED AND SWORN to before me by the above named _____

on this _____ day of _____, 2008.

Notary Public

Note to Bidder:

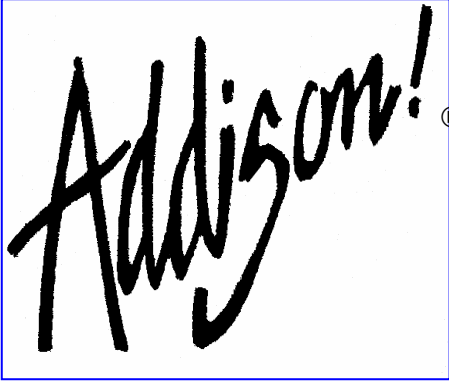
This form cannot be submitted with your bid as it must be completed by your insurance agent. Fax this form to your insurance agent and have them fax it to the Town of Addison at 972-450-7065. This form must be received by Purchasing before or within 48 hours of the bid closing date.

Note to Agent:

If this time requirement is not met, The Town of Addison has the right to declare this vendor non-responsive and award the contract to the next lowest responsible bidder meeting the specifications. If you have any questions concerning these requirements, please contact a Strategic Services representative at 972-450-7090.

Request For Proposal

Court Case System Software



A Request for Proposal

A Partnership for Replacement of the Town's Court Case System Software

Date Issued: Friday, March 20, 2009

Date Due: Friday, April 24, 2009



Request for Proposal

Court Case System Software

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1.0 INTRODUCTION

An brief synopsis and Invitation to submit proposals

1.1 THE TOWN OF ADDISON

The Town of Addison is located in the Dallas North Parkway area, which has been referred to as the “golden corridor” of the Dallas metroplex. Aside from the Town of Addison, the area encompasses the Dallas suburbs of Carrollton, Farmers Branch, and Plano. The area, which developed rapidly during the late 1970’s and early 1980’s is home to affluent residential neighborhoods, over 1,200 million-dollar companies, and scores of quality restaurants. The area commands a central location in reference to Downtown Dallas, DFW airport, and the Plano Corporate Campus area.

Epitomizing the best features of the area is the Town of Addison. The Town places a special emphasis on quality of life, which demands all development meet the most rigorous building requirements. The result of this philosophy has made Addison a cosmopolitan “downtown-uptown” distinguished from almost any other urban area in the nation.

Although it has only 14,166 residents, the Town serves an estimated 55,000 businesspersons, shoppers and visitors every day. The Town’s blend of residential, retail, and office uses creates an open environment, which avoids the claustrophobic effect usually associated with densely developed areas.

1.2 INTENT OF THE RFP

This Request for Proposal (RFP) is intended to solicit responses from qualified Vendors to meet the Court’s needs.

1.3 EVENTS & DATES

The following sequences of events and tentative schedule dates have been established.



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Request for Proposal Distributed - Friday, March 20, 2009

Copies of this proposal can be obtained through the following media.

Hardcopy/Electronic: Matt McCombs
Office of the Purchasing Coordinator
Addison Finance Building
5350 Belt Line Rd
Addison, TX 75240
Phone: 972-450-7090

Vendor Sealed Proposals Due - Friday, April 24, 2009 at 10:00 a.m.

Proposals shall be enclosed in a sealed envelope or carton and will be received until Friday, April 24, 2009 at 10:00 a.m., CST. No late proposals will be accepted.

Vendor must clearly mark on outside of proposal envelope/package the following.

Company name, address, and bid name:

RFP 09-10 Court Case System Software

Submit to: Office of the Purchasing Coordinator
Addison Finance Building
5350 Belt Line Rd
Addison, Texas 75240

1.4 CONTACT INFORMATION

Please direct all procurement and administrative questions to **Matt McCombs, the Town's Purchasing Coordinator at 972-450-7090 or mmccombs@addisontx.gov**

All other questions related to this procurement can be directed to **Hamid Khaleghipour, Information Technology Director at 972-450-2868 or hkhaleghipour@addisontx.gov**



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2.0 WORK DEFINITION

2.1 PRODUCTION SUPPORT

The solution must contain sufficient vendor resources to provide a turn-key-solution..

2.2 CURRENT SYSTEM

Currently, the Court is using a product from Infosal, Inc. called Courthouse 2000. In addition, the system links to a web based collection program and a telephone based program (IVR) which are furnished by two separate vendors.

3.0 PROPOSAL FORMAT

The Vendor will define the capabilities of its organization to supply and maintain the hardware and software and provide the services as outlined within this RFP.

The response should be prepared in a simple and straightforward manner.

The Vendor will provide two (2) original, in hard copy format, and one (1) in electronic format (Floppy Disk/CD) to the location specified within this RFP on or before the closing date and time for receipt of proposals.

The Vendor will segment their proposal into the following sections.

3.1) EXECUTIVE SUMMARY

The Vendor will provide an Executive Summary, which presents in brief, concise terms, a summary level description of the contents of the Proposal.

The Vendor will detail all exceptions to the exact requirements imposed by this RFP.



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The Vendor will indicate the proposal is firm for one hundred and eighty (180) days after the due date for receipt of proposals or receipt of the last best and final offer submitted.

3.2) VENDOR PROFILE

The Vendor will indicate the primary company assuming overall responsibility for successful completion of the project. In addition, the Vendor will indicate all other companies who will be providing products or services through a subcontracting arrangement with the Vendor or through a separate contract to be negotiated with the Town.

It is important to recognize the Town is looking for a single Vendor to assume primary responsibility for the successful implementation of the proposed solution from contract signing through formal acceptance by the Town.

Vendor profile information will include such items as: the year established, business organization, office locations, financial history, nature of business, strategic direction, industry specialties, software products, hardware products, number of employees, number of client installations, outstanding litigation, and authorized negotiator(s).

3.3) VENDOR QUALIFICATIONS

The Vendor must demonstrate a proven track record in providing reliable technology solutions across a series of successful installation efforts.

The Vendor's record will reflect experience within a similar environment and of a similar nature and magnitude to that being proposed to the Town. Relevant experience must be associated with projects completed not more than three (3) years prior to the date of this RFP. The Vendor will provide a customer reference listing and related contact information for a minimum of five (5) customers for which the Vendor has completed a similar effort.

The Vendor is asked to provide a comprehensive list of customers for review by the Town.

3.4) THE SOLUTION

The court desires that the new system provides a comprehensive solution described in (Attachment "A"). This new system also should interface with the existing Document Management System (DocuNav), IVR, Court Payment Portal,



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CAD (Tiburon), Enterprise Financial Application (GEMS), Tlets (State DPS), and hand held or vehicle mounted citation devices (APS).

3.4.1) THE PROJECT APPROACH

The vendor will present its methodology and approach to completing this project. Each major activity will be identified, discussed and project deliverables identified.

3.4.3) SOLUTION COSTING

The Vendor will provide a detailed breakdown of all costs required for a successful installation of the proposed solution. The Town encourages the Vendor to fully identify costs. To minimize or hedge on costs will only serve to place the Town and the Vendor at a disadvantage.

The Town is requesting the Vendor provide specific cost information for each described component and sub-total per item.

3.5) OTHER VENDOR INFORMATION

This section will include additional detail, which will allow the Town to gain a greater appreciation for the proposed solution. Any information, which is considered proprietary, should be clearly marked as such. The Town will assume no obligation or liability in the event proprietary information is disclosed.

4.0 TERMS AND CONDITIONS

The terms and conditions under which the Proposal will be made are detailed within this section. The Town views this RFP as the framework to be used by the Vendor in preparing and submitting the proposal.

It is important for the Vendor to become familiar with the paragraph items within this section, as they will prevail in the event of any discrepancies or differences between project related or contractual documents.

4.1 BASIS FOR PROPOSAL

Only information supplied by the Town in writing through the Purchasing Office should be used in the preparation of Vendor Proposals.



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Only replies by formal addenda shall be binding. Oral and other interpretations or clarifications shall not be binding. Vendors must acknowledge all addenda by signing and including such documents in the Proposal.

4.2 VENDOR TERMS AND CONDITIONS

The Vendor must submit a complete set of any additional terms and conditions that they propose to have included in a contract negotiated with the Town.

4.3 DISCLOSURE OF PROPOSAL CONTENTS

Proposals shall be opened in a manner that avoids disclosure of the contents to competing Vendors and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract award, but trade secrets and confidential information in the proposals may not be open for public inspection. Such data must be stamped **“proprietary”** or **“confidential”** on each page on which they appear, must be readily separable from the proposal and may be subject to review by the Attorney General of Texas in accordance with the Texas Open Records Act.

Vendors are advised that the confidentiality of their proposals will be protected by the Town to the extent permitted by law. Vendors are advised to consider the implications of the Texas Open Records Act, particularly after the proposal process has ceased, and a contract has been awarded. While there is provision to protect proprietary information under the Act, where the vendor can meet certain evidentiary standards, please note that a ruling on whether these standards have been met will not be determined by the Purchasing Office of the Town of Addison but by the office of the Attorney General of Texas.

4.4 LATE PROPOSALS

Proposals must be returned in sufficient time so as to be received and date/time stamped at the specified location on or before the published proposal date and time specified. Any proposal received after the time and date set for receipt of proposals is late and cannot be considered.



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4.5 SIGNING OF PROPOSALS

The submission and signature of a Proposal shall indicate the intention of the Vendor to adhere to the provisions described in this RFP.

4.6 COST OF PROPOSAL

This Request for Proposal does not commit the Town to pay any costs incurred by any Vendor in preparation and/or submission of a Proposal, or for procuring or contracting for the items to be furnished under the RFP. All costs directly or indirectly related to responding to this RFP (including all costs incurred in supplementary documentation) will be borne by the Vendor.

Each Vendor will be responsible for all costs incurred in preparing or responding to this RFP. The Vendor agrees to bear all risks for loss, injury, or destruction of goods and materials (ordered or supplied as the result of the eventual contract), which might occur prior to delivery to the Town; and such loss, injury, or destruction, shall not release the Vendor from any obligations under this RFP or any resulting contract.

4.7 CONFLICT OF INTEREST, NON COLLUSION AND ANTI LOBBYING

The Vendor promises that it's officers, employees or agents will not attempt to lobby or influence a vote or recommendation related to the firm's proposal response; directly or indirectly, through any contact with Town Council members or other Town officials between the proposed submission date and award by the Town Council and that there will be non-collusion and non-conflict of interest.

4.8 OWNERSHIP OF PROPOSALS

All documents submitted in response to this Request for Proposal shall become the property of the Town of Addison.

4.9 DISQUALIFICATION OR REJECTION OF PROPOSALS

Vendors may be disqualified for any of the following reasons:

- v There is reason to believe that collusion exists among the Vendors;
- v The Vendor is in arrears on an existing contract or has defaulted on a previous contract with the Town;



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- v The Vendor lacks financial stability;
- v The Vendor has failed to perform under previous or present contracts with the Town;
- v The Vendor has failed to use the Town's required forms;
- v The Vendor has failed to adhere to one or more of the provisions established in this RFP;
- v The Vendor has failed to submit "Itemized Cost Sheet/s" for all the items including but not limited to, hardware, software, Services, etc., stated in this RFP.
- v The Vendor has failed to submit its Proposal in the format specified herein;
- v The Vendor has failed to submit its Proposal on or before the deadline established herein;
- v The Vendor has failed to adhere to generally accepted ethical and professional principles during the Proposal process;

Proposals may be rejected if they show any alteration of words or figures, additions not called for, conditional or uncalled-for alternate proposals, incomplete proposals, erasures, or irregularities of any kind, or contain any unbalanced values.

4.10 RIGHT TO WAIVE IRREGULARITIES

Proposals shall be considered as being "irregular" if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate proposals, or irregularities of any kind.

The Town reserves the right to waive minor irregularities and mandatory requirements provided that all responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. This right is at the sole discretion of the Town of Addison.

4.11 WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written or telegraphic notice received by the Purchasing Office prior to the exact hour and date specified for receipt of bids. A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt



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for the bid, but only if the withdrawal is made prior to the exact hour and date set for the receipt of bids.

4.12 AMENDING OF PROPOSALS

A Vendor must submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements of a previously submitted proposal and must be clearly identified as such in the transmittal letter. The Town will not merge, collate, or assemble proposal materials.

4.13 PROPOSAL OFFER FIRM

Responses to this RFP, including cost, will be considered firm for one hundred and eighty (180) days after the due date for receipt of proposals or receipt of the last best and final offer submitted. All Proposals must include a statement to that effect.

4.14 EXCEPTIONS TO RFP SPECIFICATIONS

Although the specifications stated in the RFP represent the Town's anticipated needs, there may be instances in which it is in the Town's interest to permit exceptions to specifications and accept alternatives.

It is extremely important that the Vendor make very clear where exceptions are taken to the specifications and how the Vendor will provide alternatives. Therefore, exceptions, conditions, or qualifications to the provisions of the Town's specifications must be clearly identified as such together with reasons for taking exception, and inserted into the Proposal. If the Vendor does not make clear that an exception is being taken, the Town will assume the Proposal is responding to and will meet the specification as written.

Where the Vendor does not agree with the Town's terms and conditions, we require the proposal to enumerate the specific clauses, which the Vendor wishes to amend or delete and suggest alternative wording. Any minimum terms to which the Town will have to agree to in order to enter into a contract with the Vendor and which the Vendor considers to be a "deal breaker" **MUST BE SUBMITTED WITH THE PROPOSAL.**

4.15 CONSIDERATION OF PROPOSALS

Discussions may be conducted with responsible Vendors capable of being selected for award for the purpose of clarification to assure full



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understanding of, and responsiveness to, the solicitation requirements. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Vendors.

Until award of the contract is made by the Town, the right will be reserved to reject any or all proposals and waive technicalities, to re-advertise for new proposals, or to proceed with the work in any manner as may be considered in the best interest of the Town.

4.16 TERMINATION

The Town reserves the right, by and through its City Manager and in the City Manager's sole and unqualified discretion, to cancel this RFP at any time and for any reason. The Town reserves the right to reject any or all proposals submitted in response to this RFP. In addition, the Town reserves the right, in its sole and unqualified discretion, to accept, in whole or in part, a vendor's proposal submitted in response to this RFP.

4.17 GOVERNING LAW

The Contract will be governed by the laws of the State of Texas. All duties of both parties shall be performed in Dallas County, Texas. The applicable law for any legal dispute arising out of the Contract shall be the law of the State of Texas.

4.18 NO OBLIGATION

This procurement in no manner obligates the Town or any of its agencies to the eventual rental, lease, or purchase of any software, hardware, or services offered until confirmed by an executed written contract.

4.19 AWARD OF CONTRACT

The Town reserves the right to withhold final action on Proposals for a reasonable time, not to exceed one hundred eighty (180) days after the date of opening proposals, and in no event will an award be made until further investigations have been made as to the responsibility of the proposed Vendor.

The award of the contract, if an award is made, will be to the most responsible and responsive Vendor whose Proposal meets the requirements and criteria set forth in the Request for Proposal and whose Proposal is determined to be the most advantageous to the Town considering the



Request for Proposal

Court Case System Software

requirements and criteria set forth herein. The Town reserves the right, in its sole discretion, to abandon, without obligation to the Vendor, any part of the project or the entire project, at any time before the Vendor begins any work authorized by the issuance of a Notice to Proceed by the Town.

The award of the contract shall not become effective until the contract has been executed by the Vendor and the Town.

4.20 EXECUTION OF CONTRACT

The Town Council shall authorize award of a contract to the successful Vendor and shall designate the successful Vendor as the Town's Vendor. The Town will require the Vendor to sign the necessary documents entering into the required Contract with the Town and to provide the necessary evidence of insurance as required under the contract documents.

No contract for this project may be signed by the Town without the authorization of the Addison Town Council. No Contract shall be binding on the Town until it has been approved as to form by the Town Attorney, and executed by the Town's City Manager.

4.21 PROPOSAL EVALUATION PROCESS

The contract may be awarded to the Vendor whose Proposal is determined to be the most advantageous to the Town. In rendering this decision, the following evaluation criteria may be utilized.

MAXIMUM PROPOSAL GRADE IS 100 POINTS

10 Points:

- Ability of hardware/software to meet our requirements,
- Ease of use and operation of the system.

20 Points:

- Integration to aforementioned systems

50 Points:

- Total cost, which considers both initial acquisition and ongoing operating costs



Request for Proposal

Court Case System Software

20 Points:

Vendor's ability to support our users' needs (Qualifications of the Vendor's staff).

Results of reference checks (Vendor's reputation).

Level, quality, and type of client training and technical assistance provided.

5.0 COST SHEETS

The Vendor is required to complete and return an *Itemized Cost, in Excel Spread Sheet Format* , with sub-total and Grand-total figures, for the following as part of their proposal.

- Base System Software Cost
- Software License Cost
- Data Conversion and Migration Cost
- Training Cost
- Documentation Cost
- Project Management Cost
- Providing Interfaces To The Existing Systems Cost
- Hardware Cost
- Annual Maintenance Cost

1. All Contractors bidding **are** required to complete this section.

Response Codes:

Please place one "X" under the appropriate response code column for each of the requirements in the Requirements Response tables

Response Code	Definition
Y-Yes	Requirement will be met. For application requirements, they will be met by proposed software that is installed and operational at other sites and can be demonstrated to the City.
N-No	Requirement will not be provided.
C-Customization	Requirement will be met by customizing existing software or through the use of software tools such as application report writer, query, etc. Note: In the Comments Column next to this response, you must indicate the following: Description of Customization Party who will perform the work (City or Vendor) Estimated level of effort involved in hours Estimated level of complexity (High, Medium, Low) Estimated associated costs (must also be included in the Cost Proposal)
F-Future	Requirement will be met by packaged software that is currently under development, in Beta test, or not yet released. Note: In the Comments Column next to this response, indicate the date when requirement will be available for implementation. If possible, also indicate any additional costs in the cost proposal.
3-Supplied by 3rd Party	Requirement will be met by 3rd party software package and is included in this proposal. Note: In the Comments column, indicate the name of the proposed 3rd party software package and indicate the interface/integration services being proposed.

Note:

- 1 An omitted response will be assumed to be the same as a response code of "N"
- 2 Only one (1) response per requirement will be accepted. Multiple responses will be re-coded at the discretion of the City
- 3 Any deviation from the response codes will be re-coded at the discretion of the City
- 4 Costs associated with response codes "C" or "F" responses should be clearly shown in the cost proposal.

Municipal Court System Replacement Request for Proposal

General Requirements

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
0	<i>General Application Requirements - Ability to:</i>						
1	Maintain a history of all actions related to a citation and actions scheduled for the future presented in a user-defined logical manner						
2	Provide user-defined table driven calculations as an application standard to enable flexibility for future changes						
3	Access the correct Defendant record match						
4	Search and provide probable matches between people, especially name, race, DOB, sex, driver's license, and user defined						
5	Merge and unmerge defendant records						
6	Ensure the navigation is standardized across the software application						
7	Provide an audit trail by user of all transactions or data changes performed						
8	Track the date any notice was generated						
9	Provide "actual" address, meaning the one where the defendant most likely lives						
10	Provide multiple address fields						
11	Validate and standardize addresses at entry						
12	Sort by direction, street number and street						
13	Provide field level edits						
14	Provide pre-filled defaults						
15	Provide drop down lists where appropriate and word completion						
16	Enforce standardization for entry of hyphenated or accented names						
17	Allow proper formatting (case and font) for correspondence and printing						
18	Allow customized screen views based on functional area, such as court, prosecutor, data entry etc.						
19	View image of ticket - ticket at a glance						
20	Allow the ability to support IVR interface for both pleas and payment, notices of hearing or missed due date etc						
21	Enable configurable business rules						
22	Allow workflow to have configurable rules to assign to queues						

Municipal Court System Replacement Request for Proposal

General Requirements

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Comments

Line #		Y	N	C	3	F	
23	Allow User defined actions to automatically update the case to update status with no user intervention						
24	Provide for notification to casual user that work is in the queue						
25	Provide for a batch of like-documents to be reviewed and electronically signed en masse						
26	Visually understand the status of case and work left to be completed.						
27	Prohibit an electronic signature from being stored in more than one place and ensure it is stored only where the signature was provided						
28	Guard a user from leaving a screen without saving the data through automatic saving or prompting the user to select to exit without saving						
29	Allow access for defending attorneys but be able to limit certain actions, for example, number of filings by user name and password						
30	Allow field level security						
31	Provide for the entering of secured notes at all levels, ie clerk, judge, prosecutor, officer						
32	Allow defending attorneys to access the system with limited user defined viewing and functionality access						
33	Allow any queue to provide for like documents to be reviewed and electronically signed en masse						
34	Provide information on the status of signature process of any queue (e.g. 7 of 20 signed) and allow an authorized person to stop the process and return at any time for completion						
35	Ability to allow user to generate reports from a user friendly report writer from the data and to create formulaes to work on data						
36	Permit bar code reading of citations and other paperwork for quick retrieval						
37	Generate any and all state required reports of conviction, operation etc to state.						

Municipal Court System Replacement Request for Proposal

Issue Citation

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
0	<i>Issue Citation - Ability to:</i>						
1	Accept citations downloaded from a handheld without requiring manual intervention						
2	Allow manual entry of a citation into the system						
3	Allow capture, store and matching of Defendant thumbprints and signatures						
4	Automatically perform address validation and standardization before storing an address in the system						
5	Automatically utilize user-defined rules to match an entered/downloaded citation with a Defendant record that currently exists in the system, including thumbprint match, name, drivers license number, address						
6	Utilize 'sounds-like' technology when determining Defendant matches						
7	Automatically add the citation to an existing Defendant record if user-defined rules determine a match of the new citation to an existing Defendant						
8	Provide proposed Defendant matches based on user-defined rules that present possible matches but do not automatically merge but enable the user to merge the citation to an existing record with one click						
9	Allow authorized users to merge citations to an existing record or a citation that was merged to an existing record and either create a new record or merge it with another record with one/two clicks						
10	Allow the citation entry screen to promote efficient data entry by mirroring the format and fields of the ticket						
11	Allow the entry (or download) of a duplicate citation number if for the same person but prohibit if different person						
12	Automatically identify citations entered for a Defendant currently in Deferred Disposition for another citation and generate a Motion related to the Deferred Disposition citation						
13	Automatically populate the Motion into a Prosecutor Queue based on user-defined rules						
14	Allow a Prosecutor to review the Motion and details with one-click						
15	Allow the Prosecutor to approve the Motion electronically, through standard practices of acceptable electronic signatures						

Municipal Court System Replacement Request for Proposal

Issue Citation

Software Vendor:**Integrator Vendor:**

SYSTEM REQUIREMENTS

One Response Per
Requirement

Comments

Line #		Y	N	C	3	F	Comments
16	Automatically initiate the Show Cause Hearing Docket scheduling once a Motion is approved and the system applies user-defined rules that designate a citation or group of citations as requiring a Show Cause Hearing						
17	Prompt the user to decline or select any 'special needs' that may apply to the docket (e.g. Interpreter)						
18	Automatically determine the appropriate docket based on user-defined rules						
19	Automatically search for the proper Show Cause Docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
20	Automatically provide three viable docket date and time options						
21	Make the earliest docket date and time option available the default (and proposed docket date and time for selection) and according to user defined rules which may specify no earlier than X days from the date the Motion was approved						
22	Automatically generate a Notice of Show Cause Hearing once the docket time and date are established						
23	Automatically provide name and address information to mail the Notice of Show Cause Hearing to the Defendant						
24	Determine other notices, if any, that should accompany the Notice of Show Cause Hearing						
25	Automatically email the Notice of Show Cause Hearing to the Defendant if an email is available for the Defendant						
26	Allow an authorized user to enter the Show Cause Hearing result as Revoke Judgment for Deferred Disposition						
27	Automatically identify citations with a status of Revoke Judgment for Deferred Disposition and generate a Revoke Judgment for the Deferred Disposition citation						
28	Automatically populate the Revoke Judgment into a Judge Queue based on user-defined rules						
29	Allow a Judge to review the Revoke Judgment and details with one-click						

Municipal Court System Replacement Request for Proposal

Issue Citation

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per Requirement

Comments

Line #		Y	N	C	3	F	Comments
30	Allow the Judge to approve the Revoke Judgment electronically, through standard practices of acceptable electronic signatures						
31	Automatically update the Deferred Disposition citation violation with a Conviction, forfeit the bond and close the citation once the associated Revoke Judgment is approved by an authorized user						
32	Automatically generate and print for mailing a Deferred Disposition Revoke Notification once a Revoke Judgment is approved						
33	Prohibit the Option of selecting Deferred Disposition for a 12 month period for a Defendant once a Revoke Judgment has occurred						
34	Allow one click drill down access to a reason description for prohibiting the Option for a Defendant						
35	Automatically interface to DPS to report user-defined information based on user-defined rules such as reporting any Revoked Deferred Dispositions every 30 days						
36	Automatically identify citations, based on user-defined rules such as violation type and date of birth, that require immediate scheduling for a docket and automatically initiate docket scheduling						
37	Automatically identify citations that are over a user-defined number of days since issuance with no Defendant appearance and automatically initiate user defined activities such as trigger the warrant process, adjust fees but prohibit exceeding the maximum fee for the citation, and exclude DSC as an option for the Defendant						
38	Allow the tracking of Citations that are returned in the mail						
39	Allow the tracking of an attorney contact for a particular citation and once indicated by a user as having attorney involvement, automatically initiate docket scheduling for a user-defined Docket						
40	Present the image of a citation with the signature in the system						
41	Provide a one screen view of all ticket information						
42	Provide a one screen view of all the ticket information and the associated Complaint						

Municipal Court System Replacement Request for Proposal

Issue Citation

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
43	When downloading or manually adding citation to set the 1st date of appearance base on user defined guidelines i.e. X days from citation date						

Municipal Court System Replacement Request for Proposal

Option and Plea

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
	<i>Respond to Citation with Option and Plea - Ability to:</i>						
1	Scan a drivers license, automatically import the information and search for a Defendant record based on user-defined rules						
2	Allow various fields of information to be entered and automatically search for a Defendant record						
3	Enable a Defendant to enter an Option and Plea via various channels including: in person, via the mail, internet and interactive voice recognition						
4	In person						
5	Via the Mail						
6	Internet						
7	Interactive Voice Recognition (IVR)						
8	Prohibit a Defendant from selecting Options that are not available based on user-defined rules (e.g. Deferred Disposition not available if used within the last 12 months)						
9	Allow the scanning of related documentation to be scanned and automatically linked to the particular citation						
10	Permit uses to enter the post mark date for mailed in Defendant responses and allow rules to check if timely filed						
11	Automatically adjust fees according to user defined rules (but not to exceed the maximum threshold for the citation type) when the post mark date is past the compliance due date						
12	Automatically route cases where the payment was insufficient due to the post mark date to a Judge queue for consideration and action						
13	Allow an authorized user to indicate the missing requirements for a mailed in Defendant response						
14	Automatically generate a 'Reject Letter' which outlines the specific outstanding requirements to the Defendant						
15	Automatically trigger the Extension process once a 'Reject Letter' is generated for the Defendant						
16	Allow the selection of an Extension on the Defendant's appearance date if the option is available based on user-defined rules						

Municipal Court System Replacement Request for Proposal

Option and Plea

Software Vendor:**Integrator Vendor:****SYSTEM REQUIREMENTS****One Response Per Requirement****Comments**

Line #		Y	N	C	3	F	
17	Allow rules to prohibit DSC as an option for the particular citation for certain offenses						
18	Automatically present an Extension Form electronically for review by the Defendant						
19	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
20	Allow the Defendant to sign the Extension Form electronically, through standard practices of acceptable electronic signatures						
21	Automatically print the Extension Notification upon the selection of Extension as an option						
22	Identify a citation that has been issued an Extension but has not complied within the Extension deadline and trigger user defined activities including initiate the warrant process, adjust the fines without exceeding the citation type maximum						
23	Support real-time transaction processing via the internet that: prompts for identifying proper citations, accesses the Defendant record, presents available options and internet supported transactions, prompts Defendant through transaction and updates the Defendant record in the source system real-time						
24	Support real-time transaction processing via the an Interactive Voice Recognition system that: prompts for identifying proper citations, accesses the Defendant record, presents available options and internet supported transactions, prompts Defendant through transaction and updates the Defendant record in the source system real-time						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per Requirement

Comments

Line #		Y	N	C	3	F	Comments
0	<i>Initiate Warrant (Alias or Capias) -- Ability to:</i>						
	PRE WARRANT STATUS						
1	Automatically identify citations that are X days from the 1st appearance date for a citation with no Defendant appearance and automatically generate a reminder notice prior to initiating the alias warrant process						
2	Automatically email the Reminder Notice if the Defendant email address is available in the system or use IVR to notify Defendant						
3	Automatically identify citations that are over a user-defined number of days since issuance (past the compliance deadline) with no Defendant plea or appearance and update the citation to 'Pre Warrant' status						
4	Automatically identify citations that were set for court setting but the Defendant failed to appear and initiate the alias warrant process						
5	Automatically identify citations with a guilty plea with an open judgment and expired compliance period and initiate the capias warrant process						
6	Recognize the user-rules for what violations have a supporting Police Report and automatically interface to the Tiburon system to import a copy of the Police Report linked to the citation if it does not already exist						
7	Allow only authorized users to view the details of the Police Report						
8	Follow user defined rules that specify when to adjust the fees						
9	Prohibit the adjustment of a fee or fine that exceeds the user defined maximum by violation type						
10	Automatically generate a Courtesy Warrant Letter for all Defendants in the Pre Warrant status						
11	Automatically email the Courtesy Warrant Letter if the Defendant email address is available in the system						
12	WARRANT STATUS						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per Requirement

Comments

Line #		Y	N	C	3	F	Comments
13	Automatically identify citations in Pre Warrant status that are X days past the compliance date for a citation with no Defendant appearance and automatically initiate the alias warrant process						
14	Automatically generate a Complaint, using a specific template based on the violation type, and populate a Complaint Queue						
15	Ensure generated Complaints include, but are not limited, to the following information: template Complaint wording for the particular violation type, Defendant Name, date of offense, description of offense, location of offense, other						
16	Allow authorized users to work the Complaint Queues, easily viewing Complaints requiring review and refinement as needed						
17	Prohibit a citation from reaching alias warrant status unless the Complaint has been marked as 'sworn to' by an authorized user						
18	Identify all citations with 'sworn to' Complaints (i.e. ready for alias warrant) and generate a Probable Cause Affidavit for each sworn Complaint						
19	Automatically populate the Probable Cause Affidavit in a Queue						
20	Utilize a template to create the Probable Cause Affidavit						
21	Allow authorized users to work the Probable Cause Affidavit Queues, easily viewing Probable Cause Affidavits (and associated Complaint) requiring review and refinement as needed						
22	Prohibit a citation from reaching alias warrant status unless the Probable Cause Affidavit has been marked as 'sworn to' by an authorized user						
23	Automatically identify citations in Pre Warrant status that have both a sworn to Complaint and Probable Cause Affidavit and perform user defined activities including:						
24	Automatically adjust the fees based on user defined rules but ensuring the adjustment did not exceed the user defined maximum for the particular fine or fee						
25	Automatically create a Warrant and populate a Warrant Queue						
26	Automatically generate a Warrant linked to the Defendant record and forward all 'sworn to' Complaints with adjusted fees to a Judge Queue for final approval						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:**Integrator Vendor:****SYSTEM REQUIREMENTS****One Response Per Requirement****Comments**

Line #		Y	N	C	3	F	
27	Allow flexible user-defined rules determine which Judge's Queue is populated with a particular Complaint, Warrant, Judgment, etc..						
28	Allow authorized users to work the Judge Complaint/Warrant Queues, easily viewing citation, warrant and Complaint details with one click						
29	Allow the Judge to approve the Complaint for Warrant electronically, through standard practices of acceptable electronic signatures						
30	Allow the Judge to electronically sign or approve items in a queue in mass or individually, but all in no more than 5 second time						
31	Prohibit a citation from reaching alias warrant status unless the Complaint/Warrant has been marked as 'approved' by an authorized user						
32	Automatically update the citation violation with an 'Active Warrant' status once approved by a Judge						
33	Automatically identify citations in 'Active Warrant' status and perform user defined activities such as creating a bond amount for the citation						
34	Ensure an obvious visible alert is displayed on the Defendant record for any Defendants who are in 'Active Warrant' status for any violation , making it difficult to not recognize the warrant status even at a glance						
35	Allow the wording for a Warrant to include standard template wording						
36	Automatically interface Alias and Capias Warrants when they reach active status to a third party Omnibase and retrieve and store a updated Defendant address						
37	Automatically apply user-defined rules by warrant type to adjust or add fines based on the number of days since the Judgment (e.g. Capias adds \$25 State fee after X days)						
38	Automatically interface to the Region system to report Defendants in 'Active Warrant' status according to user defined rules. Permit reentry of warrant into Region after 3 year period. May do in batch.						
39	Receive data from the Region system such as the Region Key or Number associated with the Defendant and store it in the Defendant record. Permit auto clearance thru Region when disposition made on Warrant.						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Comments

Line #		Y	N	C	3	F	Comments
40	Allow multiple addresses to be maintained for a Defendant and track the date the address was acquired, the source of the address and indications if it is a bad address, best known, or other						
41	<i>Initiate Defendant Arrest -- Ability to:</i>						
42	Scan a drivers license, automatically import the information and search for a Defendant record based on user-defined rules						
43	Allow various fields of information to be entered and automatically search for a Defendant record						
44	Update a Defendant as being arrested including the date, time and jail location						
45	Automatically update the status of any citations in warrant status to arrested status once the Defendant record has been updated to show the Defendant was arrested						
46	Automatically adjust fines and fees based on user-defined rules when a user-defined activity occurs to a citation such as being updated to an arrest status						
47	Automatically interface real-time to the Tiburon system and/or email to provide notification to a Jail representative that a Defendant has been arrested						
48	Provide an option for an authorized user to reverse an arrest status in the event that a Defendant escapes or is hospitalized and automatically reverse user-defined activities that occurred when the warrant moved into arrest status, tracking the reason for reversal and the user who initiated the reversal						
49	Once a Defendant is arrested automatically apply user-defined rules to calculate jail time credit (e.g. Credit each Prisoner X dollars at 11:59pm, or credit X dollars at noon and X dollars at 11:59 per day)						
50	Automatically identify Defendants in jail with jail credit equal to or greater than the fines due and populate a Jail Queue						
51	Allow authorized users to work the Jail Credit Queues, easily viewing citation, warrant and Complaint details with one click						
52	Allow the Judge to work the Jail Queue electronically, through standard practices of acceptable electronic signatures						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per Requirement

Comments

Line #		Y	N	C	3	F	Comments
53	Allow the Judge to electronically sign or approve items in a queue in mass or individually, but all in no more than 5 second time						
54	<i>Initiate Attorney Bond -- Ability to:</i>						
55	Automatically receive an Attorney Bond fax into the system						
56	Automatically populate the Attorney Bond fax image into an Attorney Bond Queue						
57	Allow authorized users to work the Attorney Bond Queue, easily viewing the fax image and other Defendant details with one click						
58	Allow an authorized user to link the Attorney Bond fax to the Defendant record						
59	Allow an authorized user to enter the Attorney Bar Code into the Defendant record, also email, text message etc for communication						
60	Automatically determine if the attorney is prohibited from posting bond with the city by comparing the Attorney Bar Code to a maintained list of attorneys who are approved or prohibited from providing attorney bond						
61	Automatically update the Defendant record with Denied Attorney Bond request if the attorney is prohibited from providing attorney bond with the city						
62	Automatically generate a Attorney Bond Denial Notification and fax it back to the fax that sent the request or a fax number indicated in the Defendant record						
63	Automatically generate an Attorney Bond Denial Notification to mail to the Defendant						
64	Automatically update the Defendant record with Approved Attorney Bond request if the attorney is approved to provide attorney bond with the city						
65	Automatically generate a Release Authorization Request once the Attorney Bond Request is approved (and the jail location is the city of Addison) and populate a Release Authorization Request Queue						
66	Allow authorized users to work the Release Authorization Queues, easily viewing Defendant details with one click						
67	Allow the Judge to work the Release Authorization Queue electronically, through standard practices of acceptable electronic signatures						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
68	Allow the Judge to electronically sign or approve items in a queue in mass or individually, but all in no more than 5 second time						
69	Automatically notify the jail representative of an authorized release once the Release Authorization reaches 'Approved' status						
70	Automatically initiate the Docket scheduling once the system reflects that an authorized jail release exists for the Defendant						
71	Automatically determine the appropriate docket based on the specific violation type for the Defendant						
72	Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney and officer(s) involved						
73	Automatically provide three viable docket date and time options						
74	Make the earliest docket date and time option available the default and proposed docket date and time for selection						
75	Automatically generate a Docket Notice once the docket time and date are established						
76	Automatically provide name and address information to mail the Docket Notice to the Defendant						
77	Determine other notices, if any, that should accompany the Docket Notice based on the violation type and options available to the Defendant and automatically generate those notices as well						
78	<i>Initiate Cash Bond -- Ability to:</i>						
79	Allow an authorized user to initiate Cash Bond for the Defendant						
80	Automatically generate a Cash Bond Form which details the amount due once Cash Bond is initiated						
81	Automatically present a Cash Bond Form electronically for review by the Defendant						
82	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
83	Allow the Defendant to sign the Cash Bond Form electronically, through standard practices of acceptable electronic signatures						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
84	Accept the cash bond from the Defendant, post the money, provide a receipt and update the status to 'Released Cash Bond'						
85	Automatically initiate the Cash Bond Docket scheduling once user defined rules are complied with such as a signed Cash Bond Form is captured for the Defendant and the Defendant pays						
86	Prompt the user to decline or select any 'special needs' that may apply to the docket (e.g. Interpreter)						
87	Automatically determine the appropriate docket based on user-defined rules						
88	Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
89	Automatically provide three viable docket date and time options						
90	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
91	Automatically generate a Docket Notice once the docket time and date are established						
92	Automatically provide name and address information to mail the Docket Notice to the Defendant						
93	Determine other notices, if any, that should accompany the Docket Notice						
94	Automatically email the Docket Notice to the Defendant if an email is available for the Defendant						
95	Automatically email notification of the scheduled docket to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						
96	Allow authorized users to enter a result of Not Guilty and trigger the Pre Trial process						
97	Conduct scheduled docket after jail release -- Ability to:						
98	Allow an authorized user to enter a result for the docket as 'Guilty or No Contest' and trigger user defined activities						
99	Automatically generate a Bond to Fine Form once a Guilty or No Contest plea is entered						
100	Automatically present a Bond to Fine Form electronically for review by the Defendant						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
101	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
102	Allow the Defendant to sign the Bond to Fine Form electronically, through standard practices of acceptable electronic signatures						
103	Automatically generate a Judgment and populate a Judge Queue for approval						
104	Allow flexible user-defined rules determine which Judge's Queue is populated with a particular Complaint, Warrant, Judgment, etc..						
105	Allow authorized users to work the Judge Queues, easily viewing Defendant details with one click						
106	Allow the Judge to approve the Judgment electronically, through standard practices of acceptable electronic signatures						
107	Allow the Judge to electronically sign or approve items in a queue in mass or individually, but all in no more than 5 second time						
108	Automatically perform user defined activities once the Judgment is approved such as: disperse bond funds, post money, update citation disposition to Conviction and close all actions related to the citation						
109	<i>Failure to comply with scheduled docket after jail release -- Ability to:</i>						
110	Automatically identify Cash Bond status for Defendants that are past the compliance deadline						
111	Automatically generate a Bond Forfeiture Judgment and populate a Judge Queue for approval						
112	Allow flexible user-defined rules determine which Judge's Queue is populated with a particular Complaint, Warrant, Judgment, etc..						
113	Allow authorized users to work the Judge Queues, easily viewing Defendant details with one click						
114	Allow the Judge to approve the Bond Forfeiture Judgment electronically, through standard practices of acceptable electronic signatures						
115	Allow the Judge to electronically sign or approve items in a queue in mass or individually, but all in no more than 5 second time						

Municipal Court System Replacement Request for Proposal

Initiate Warrant

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Comments

Line #		Y	N	C	3	F	Comments
116	Automatically perform user defined activities once the Bond Forfeiture Judgment is approved such as: generate a Bond Forfeiture Letter to the Defendant and email the Bond Forfeiture Letter if a Defendant email is available						
117	Automatically perform user defined activities once the Bond Forfeiture Judgment has been approved for X days such as: disperse bond funds, post money, update citation disposition to Conviction and close all actions related to the citation						
118	<i>Other General Needs -- Ability to:</i>						
119	Provide a free form notes field with limited user-defined access						
120	Provide a history of actions or tasks completed and set actions to be completed with assigned staff and task description						
121	Provide one click access to the total amount due for a Defendant for all active warrants						
122	Allow same info for Attorney Bond to be captured for Surety Bond						
123	Permit forfeiture proceedings to be initiated against all bond types, which would set up new case under a number which ties back to the original case number.						

Municipal Court System Replacement Request for Proposal

Attorney Plea Docket

Software Vendor:**Integrator Vendor:****SYSTEM REQUIREMENTS****One Response Per
Requirement****Comments**

Line #

Y

N

C

3

F

0

Initiate Attorney Plea Docket -- Ability to:

1

Allow related documentation of attorney representation to be scanned and automatically linked to the particular citation

2

Track any correspondence and contact information for an attorney involved with a particular citation

3

Automatically initiate the Attorney Plea Docket scheduling once a citation has been updated to reflect attorney involvement

4

Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney and officer(s) involved

5

Automatically generate a Notice of Attorney Plea Docket once the docket time and date are established & ability to generate docket of all attorneys cases by docket code, date, etc.

6

Determine other notices that should accompany the Notice of Attorney Plea Docket based on the violation type and options available to the Defendant and automatically generate those notices as well (e.g. Application for Deferred Disposition and Deferred Form if Deferred Disposition is an available option)

7

Ability to email or text message notices to attorney based on rules

8

Ability to allow access by attorney on a read only basis, based on user name and password

Municipal Court System Replacement Request for Proposal

Citizen Complaint

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per Requirement

Line #		Y	N	C	3	F	Comments
0							
1	Ability to generate citizen complaints for signature based on information gathered from citizen						
2	Permit information to filled in electronically from form on kiosk then after review by court to be populated in appropriate fields to generate the complaint and case.						
3	Abiltiy to then generate summons, warrant or other documents for case.						

Municipal Court System Replacement Request for Proposal

Juvenile Court Setting

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
0	<i>Initiate Juvenile/Minor Court Setting -- Ability to:</i>						
1	Upon entry of a citation determine if the citation is a juvenile/minor citation based on the violation and date of birth combination						
2	Automatically initiate the Juvenile/Minor Docket scheduling once the system applies user-defined rules that designate a citation as juvenile/minor						
3	Automatically determine the appropriate juvenile/minor docket based on the combination of the specific violation type and Defendant date of birth for the juvenile/minor Defendant						
4	Automatically search for the proper juvenile/minor docket date and time based on user-defined docketing rules which may include considerations for the attorney and officer(s) involved						
5	Automatically provide three viable docket date and time options						
6	Make the earliest docket date and time option available the default and proposed docket date and time for selection						
7	Automatically generate two Notices of Juvenile/Minor Docket once the docket time and date are established						
8	Automatically provide name and address information to mail one Notice of Juvenile/Minor Docket to the Defendant and one to the guardian or parent of the juvenile Defendant						
9	Determine other notices, if any, that should accompany the Notice of Juvenile/Minor Docket based on the violation type and options available to the Defendant and automatically generate those notices as well (e.g. Application for Deferred Disposition and Deferred Form if Deferred Disposition is an available option)						
10	Automatically populate the case in a Case Worker Queue or other designee to request a recommended punishment and associated due dates						
11	Allow authorized users to access the Case Worker Queue or other designee and review a system generated proposed punishment recommendation based on user defined rules						
12	Allow authorized users to accept or refine the recommended punishment and dead lines						
13	<i>No Show for Juvenile/Minor Court Setting -- Ability to:</i>						
14	Allow authorized users to enter a 'No Show' as the outcome of the scheduled docket						
15	Automatically determine the appropriate action when a 'No Show' occurs based on user-defined rules that can be changed without vendor involvement						

Municipal Court System Replacement Request for Proposal

Juvenile Court Setting

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
16	Automatically reset the docket if this is the first 'No Show' for the Defendant for the particular citation						
17	Automatically initiate the DPS hold (DIC forms) and Bailiff notification of Defendant No Show if it is the second 'No Show' for the Defendant for the particular citation						
18	Initiate the DPS hold by automatically interfacing to the DPS system to place a drivers license hold for the Defendant						
19	<i>Conduct Juvenile/Minor Court Setting -- Ability to:</i>						
20	Prohibit a Defendant from selecting Options that are not available based on user-defined rules (e.g. Deferred Disposition not available if used within the last 12 months)						
21	Allow the scanning of related documentation to be scanned and automatically linked to the particular citation						
22	Allow the selection of an Extension on the Defendant's appearance date if the option is available based on user-defined rules						
23	Automatically print the Extension Notification upon the selection of Extension as an option						
24	Identify a citation that has been issued an Extension but has not complied within the Extension deadline and initiate the DPS hold and Bailiff notification of Defendant No Show						
25	Automatically present the Case Worker recommendation if the plea entered is Guilty or No Contest						
26	Allow authorized users to review, refine the recommended punishment and deadlines						
27	Automatically identify juvenile cases where the Judge has approved the punishment and deadlines and generate a Judge Order for the punishment and due dates						
28	Automatically route the Judge Order to a judge for review and approval						
29	Allow authorized users to access the Judge Queue, review the associated information with one click, refine the text if needed, and mark the Judge Order as 'Approved'						
30	Automatically perform user-defined activities such as notifying DPS if user defined rules specify that notification should occur						
31	Automatically interface to the Department of Public Safety (DPS) to report user defined information once a Judge Order reaches 'Approved' status						

Municipal Court System Replacement Request for Proposal

Juvenile Court Setting

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
32	Automatically notify DPS to lift suspension of the Defendant's drivers license if a juvenile case is satisfied in full						
33	<i>Fail to comply with Judge Order -- Ability to:</i>						
34	Automatically identify citations with a Judge Order of requirements and due dates where one or more due dates have past the compliance due date and remain out of compliance						
35	Automatically identify Minor Defendants that are out of compliance due to a payment requirement and initiate the warrant process						
36	Automatically initiate the Juvenile/Minor Docket scheduling once the system applies user-defined rules that designate the need for a docket scheduling						
37	Automatically determine the appropriate juvenile/minor docket based on the combination of the specific violation type and Defendant date of birth for the juvenile/minor Defendant						
38	Automatically search for the proper juvenile/minor docket date and time based on user-defined docketing rules which may include considerations for the attorney and officer(s) involved						
39	Automatically provide three viable docket date and time options						
40	Make the earliest docket date and time option available the default and proposed docket date and time for selection						
41	Automatically generate two Notices of Juvenile/Minor Docket once the docket time and date are established						
42	Automatically provide name and address information to mail one Notice of Juvenile/Minor Docket to the Defendant and one to the guardian or parent of the juvenile Defendant						
43	Determine other notices, if any, that should accompany the Notice of Juvenile/Minor Docket based on the violation type and options available to the Defendant and automatically generate those notices as well (e.g. Application for Deferred Disposition and Deferred Form if Deferred Disposition is an available option)						

Municipal Court System Replacement Request for Proposal

Juvenile Court Setting

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
0	<i>Initiate Non-Jury or Jury Pre Trial -- Ability to:</i>						
1	Allow authorized users to enter a 'Not Guilty' plea for a particular citation or a group of citations						
2	Require that a Not Guilty plea include the selection of the options of Non Jury or Jury Trial						
3	Prohibit the option of a 'Not Guilty' plea if user-defined rules prohibit it based on the citation and Defendant history						
4	Automatically initiate the Non-Jury or Jury Pre Trial Docket scheduling once a 'Not Guilty' plea is entered and the system applies user-defined rules that designate a citation as requiring a Non Jury or Jury Pre Trial (allow user defined rules to determine if Non Jury and Jury Pre Trial belong to the same or different dockets) based on officer scheduling						
5	Prompt the user to decline or select any 'special needs' that may apply to the trial (e.g. Interpreter)						
6	Automatically determine the appropriate docket based on user-defined rules						
7	Automatically search for the proper Non Jury or Jury Pre Trial docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
8	Automatically provide three viable docket date and time options						
9	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
10	Automatically present a Notice of Non-Jury Pre Trial Docket or a Notice of Jury Pre Trail once the docket time and date are established, utilizing different notices depending on the option of Non Jury or Jury and presented electronically for review by the Defendant						
11	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
12	Allow the Defendant to sign the Notice of Non Jury Pre Trial or Notice of Jury Trial Notices electronically, through standard practices of acceptable electronic signatures						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
13	Determine other notices, if any, that should accompany the Notice of Non Jury or Jury Pre Trial Docket based on the violation type and options available to the Defendant and automatically generate and present those notices for Defendant signature as well (e.g. Application for Deferred Disposition and Deferred Form if Deferred Disposition is an available option)						
14	Automatically email the Notice of Non-Jury or Jury Pre Trial to the Defendant if an email is available for the Defendant						
15	Recognize the user-rules for what violations have a supporting Police Report and automatically interface to the Tiburon system to import a copy of the Police Report linked to the citation if it does not already exist						
16	Allow only authorized users to view the details of the Police Report						
17	Automatically generate a Complaint and populate a Prosecutor Complaint Queue						
18	Allow flexible user-defined rules determine which Prosecutor's Queue is populated with a particular Complaint, Warrant, Judgment, etc..						
19	Allow authorized users to work the Prosecutor Queue, easily viewing Complaint and Defendant details with one click, refining the Complaint text as needed						
20	Provide flexibly in allowing a Prosecutor to work the Complaint Queue by viewing all Complaints for a particular docket						
21	Allow the Prosecutor to mark the Complaint as sworn to electronically, through standard practices of acceptable electronic signatures						
22	Allow the Prosecutor to electronically swear to items in a queue in mass or individually, but all in no more than 5 second time						
23	Allow flexible user-defined rules determine which Prosecutor's Offer Queue is populated with a particular Offer						
24	Allow authorized users to work the Offer Queue, easily viewing Proposed Offer, Complaint and Defendant details with one click, refining the Offer text as needed						
25	Allow the Prosecutor to approve the Proposed Offer electronically, through standard practices of acceptable electronic signatures						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
26	Allow the Prosecutor to electronically sign or approve items in a queue in mass or individually, but all in no more than 5 second time						
27	Automatically link an approved Proposed Offer to a Defendant citation and allow only authorized users to view the Proposed Offer						
28	Allow authorized users to view and print the Proposed Offer in Offer Letter format						
29	<i>Failure To Appear for Non Jury or Jury Pre Trial -- Ability to:</i>						
30	Allow authorized users to enter a 'Failure To Appear' or 'Violate Promise to Appear' as the outcome of the scheduled docket						
31	Automatically determine the appropriate action when a 'Failure To Appear' or 'Violate Promise to Appear' occurs for a Non Jury or Jury Pre Trial based on user-defined rules that can be changed without vendor involvement						
32	Automatically present Bailiff Certificate once a Failure To Appear or 'Violate Promise to Appear' is entered						
33	Allow authorized users to complete (indicating call times) and approve the Bailiff Certificate electronically						
34	Automatically adjust the fees based on user-defined rules when a Defendant gets a 'Failure To Appear' for a Non Jury or Jury Pre Trial						
35	Automatically initiate the alias warrant process if the Defendant fails to appear for the Non Jury or Jury Pre Trial for the particular citation						
36	<i>Conduct Non Jury or Jury Pre Trial -- Ability to:</i>						
37	Prohibit a Defendant from selecting Options that are not available based on user-defined rules (e.g. Jury Trial is not available if not selected with initial plea)						
38	Allow the scanning of related documentation to be scanned and automatically linked to the particular citation						
39	<i>Initiate Non-Jury Trial -- Ability to:</i>						
40	Allow authorized users to enter a 'Non Jury Trial' as the result of a Non Jury Pre Trial for a particular citation or a group of citations						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
41	Prohibit the option of a 'Non Jury Pre Trial' if user-defined rules prohibit it based on the citation and Defendant history						
42	Automatically initiate the Non-Jury Trial Docket scheduling once a 'Non Jury Trial' result is entered for a Non Jury Pre Trial and the system applies user-defined rules that designate a citation or group of citations as requiring a Non Jury Trial						
43	Prompt the user to decline or select any 'special needs' that may apply to the trial (e.g. Interpreter)						
44	Automatically determine the appropriate docket based on user-defined rules						
45	Automatically search for the proper Non Jury Trial docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
46	Automatically provide three viable docket date and time options						
47	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
48	Automatically present a Notice of Non-Jury Trial Docket once the docket time and date are established and present electronically for review by the Defendant						
49	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
50	Allow the Defendant to sign the Notice of Non Jury Trial electronically, through standard practices of acceptable electronic signatures						
51	Determine other notices, if any, that should accompany the Notice of Non Jury Trial Docket based on the violation type and options available to the Defendant and automatically generate those notices as well (e.g. Application for Deferred Disposition and Deferred Form if Deferred Disposition is an available option)						
52	Automatically email the Notice of Non-Jury Trial to the Defendant if an email is available for the Defendant						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
53	Automatically interface to Court Notify or a similar scheduling software to provide notification of the Non-Jury Trial to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						
54	<i>Generate Witness Letters/ Cards for Non-Jury Trial -- Ability to:</i>						
55	Recognize the user-rules for what violations have a supporting Police Report and automatically pull the witness names and addresses from the Police Report to utilize this information for Witness Letters/cards						
56	Automatically generate a Witness Letter/ card for each witness and automatically track the date the card was generated for the witness						
57	Allow tracking of Witness Letters/cards which are returned in the mail for a particular witness						
58	<i>Failure To Appear for Non Jury Trial -- Ability to:</i>						
59	Allow authorized users to enter a 'Failure To Appear' as the outcome of the scheduled trial						
60	Automatically determine the appropriate action when a 'Failure To Appear' occurs for a Non Jury Trial based on user-defined rules that can be changed without vendor involvement						
61	Automatically adjust the fees based on user-defined rules when a Defendant gets a 'Failure To Appear' for a Non Jury Trial						
62	Automatically present Bailiff Certificate once a Failure To Appear is entered						
63	Allow authorized users to complete (indicating call times) and approve the Bailiff Certificate electronically						
64	Automatically initiate the warrant process if the Defendant fails to appear for the Non Jury Trial for the particular citation						
65	<i>Conduct Non Jury Trial -- Ability to:</i>						
66	Warn the user if a trial decision is entered that is against user-defined rules but allow an authorized user to override the warning						
67	Allow an authorized user to enter a trial decision into the system of either guilty or not guilty						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
68	Automatically initiate user defined activities once a not guilty trial decision is entered such as updating citation disposition, zero out fines, and close all activities related to the citation						
69	Automatically present a proposed trial decision of conditions and deadlines based on the citation and Defendant history once a Guilty trial decision is established						
70	Allow an authorized user to either accept the proposed conditions and deadlines, refine the proposed conditions and deadlines, or reject the proposed conditions and deadlines and enter other conditions with deadlines						
71	Automatically update the dispositions of the citation based on the trial decision						
72	Automatically generate user-defined notices to accompany a guilty trial decision such as Collections paperwork						
73	<i>Defendant Compliance To Trial Decision -- Ability to:</i>						
74	Automatically update the compliance status to the trial conditions and deadlines once a Defendant has complied with the requirement (e.g. If a fee is paid automatically mark the condition as complete)						
75	Automatically identify citations where a Defendant's deadline has expired for a required condition and the Defendant has not proven compliance, and update the status to 'Failure To Comply'						
76	Automatically adjust the fees based on user-defined rules when a Defendant gets a 'Failure To Comply' for a condition and deadline from a trial decision						
77	Automatically initiate the warrant process if the Defendant fails to comply with a trial condition by the imposed deadline or a 'Failure To Comply' exists						
78	<i>Initiate Jury Trial -- Ability to:</i>						
79	Allow authorized users to enter a 'Jury Trial' as the result of a Jury Pre Trial for a particular citation or a group of citations						
80	Automatically generate a 'Charge of the Court' if a form exists for the violation and if a form does not exist automatically populate a Judge Queue with a template to write a new jury charge						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
81	Prohibit the option of a 'Jury Trial' if user-defined rules prohibit it based on the citation and Defendant history (e.g. If a Jury Pre Trial has not occurred)						
82	Automatically present a Jury Trial Request Form electronically for review by the Defendant						
83	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
84	Allow the Defendant to sign the Jury Trial Request electronically, through standard practices of acceptable electronic signatures						
85	Automatically initiate the Jury Trial Docket scheduling once a signed Jury Trial request is captured for the Defendant and the system applies user-defined rules that designate a citation or group of citations as requiring a Jury Trial						
86	Prompt the user to decline or select any 'special needs' that may apply to the trial (e.g. Interpreter and language)						
87	Automatically determine the appropriate docket based on user-defined rules						
88	Automatically search for the proper Jury Trial docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
89	Automatically provide three viable docket date and time options						
90	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
91	Automatically present a Jury Trial Notice electronically for review by the Defendant						
92	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
93	Allow the Defendant to sign the Jury Trial Notice electronically, through standard practices of acceptable electronic signatures						
94	Automatically email the Notice of Jury Trial to the Defendant if an email is available for the Defendant						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
95	Automatically interface to Court Notify or a similar scheduling software to provide notification of the Jury Trial to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						
96	<i>Generate Witness Letters/ Cards for Jury Trial -- Ability to:</i>						
97	Recognize the user-rules for what violations have a supporting Police Report and automatically pull the witness names and addresses from the Police Report to utilize this information for Witness Letters/cards						
98	Automatically generate a Witness Letter/ card for each witness and automatically track the date the card was generated for the witness						
99	Allow tracking of Witness Letters/cards which are returned in the mail for a particular witness						
100	<i>Identify and Notify Jurors -- Ability to:</i>						
101	Maintain a database of potential jurors by interfacing to a third party source which provides juror information, including but not limited to: name, address, county						
102	Automatically identify Jury Trials scheduled a user-defined number of days in the future						
103	Randomly select a user-defined number of jurors from the database of potential jurors						
104	Automatically track information by juror that includes when Juror Summons were generated, when the juror appeared, when the juror was selected or when the juror did not appear as scheduled						
105	Apply user-defined rules that prioritize what jurors are selected first for the random selection (e.g. select jurors that have never been sent a Juror Summons first, second jurors who did not appear as scheduled, etc..)						
106	Automatically utilize a Juror Summons template to populate the date, time, location and juror name on a Juror Summons						
107	Automatically generate a Juror Summons for each of selected jurors for individual mailing						
108	Automatically update the Juror record in the database to indicate a Juror Summons was generated on the specified date						
109	Allow tracking of Juror Summons which are returned in the mail for a particular juror						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
110	Enable Jurors to access Jury Summons information via the internet						
111	<i>Juror Appearance or Failure To Appear -- Ability to:</i>						
112	Provide a Juror Listing which presents the jurors who were sent Juror Summons for the docket						
113	Prohibit the inclusion of any jurors whose Juror Summons was returned in the mail from appearing on the Juror Listing by Docket						
114	Enable a one click indicator from the Juror Listing screen to indicate that a juror has appeared in person						
115	Allow an authorized user to initiate the beginning of Jury Selection						
116	Automatically update any jurors without an indicator that they appeared in person to receive a status of failing to appear once the Jury Selection is initiated on the system						
117	Automatically follow user-defined rules to initiate activities such as automatic issuance of a Failure To Appear Citation and Jury Impoundment Fee once a juror record is updated to reflect they failed to appear for a scheduled docket						
118	Automatically generate a Juror Failure To Appear Notice once a juror record is updated to reflect they failed to appear for a scheduled docket						
119	Automatically follow user-defined rules to initiate the warrant process once a juror record is updated to reflect they failed to appear for a scheduled docket						
120	Enable an authorized user to adjust the rules for what activities are triggered when a juror fails to appear						
121	<i>Jury Selection -- Ability to:</i>						
122	Allow an authorized user to initiate a Juror Shuffle from the group of all jurors who appeared in person						
123	Prompt the Juror Shuffle by requiring entry of the number of required jurors						
124	Allow an authorized user to initiate a Juror Shuffle where the jurors are randomly selected from the group of jurors who are marked as having appeared in person and are randomly associated with a sequential number starting with one to the number of jurors required						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
125	Print a Juror Shuffle Document which details the sequential numbering starting with one and the juror associated with each number						
126	Retain the jurors who were not randomly selected during the Juror Shuffle to be part of another Juror Shuffle if initiated						
127	Allow an authorized user to mark a juror selected during the Juror Shuffle to be excluded from the Jury Selection						
128	Automatically move the excluded Juror back to the Juror Listing to join the juror population selected if another Juror Shuffle is initiated or dismiss for the day if indicated						
129	Print a Jury Listing for the trial which provides the juror information for the jurors selected to participated in the trial						
130	Automatically update the juror record to indicate the juror participated in a trial and the date of the trial						
131	<i>Failure To Appear for Jury Trial -- Ability to:</i>						
132	Allow authorized users to enter a 'Failure To Appear' for a Defendant as the outcome of the scheduled trial						
133	Automatically determine the appropriate action when a 'Failure To Appear' for a Defendant occurs for a Jury Trial based on user-defined rules that can be changed without vendor involvement						
134	Automatically adjust the fees based on user-defined rules when a Defendant gets a 'Failure To Appear' for a Jury Trial						
135	Automatically create another citation for the Defendant for Failure To Appear for Jury Trial						
136	Automatically initiate the warrant process if the Defendant fails to appear for the Jury Trial for the particular citation						
137	<i>Conduct Jury Trial -- Ability to:</i>						
138	Warn the user if a trial decision is entered that is against user-defined rules but allow an authorized user to override the warning						
139	Allow an authorized user to enter a trial decision into the system of either guilty or not guilty						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
140	Automatically generate a 'Jury Verdict' sheet with minimum and maximum fine amounts indicated						
141	Automatically present a proposed trial decision of conditions and deadlines based on the citation and Defendant history once a Guilty trial decision is established						
142	Allow the proposed trial decision of conditions and deadlines to be user defined such as adjusting fees when a guilty trial decision is entered and zeroing fines when a not guilty decision is found						
143	Automatically update the citation disposition based on user-defined rules once a trial decision is entered						
144	Automatically close the citation once a not guilty trial decision is entered						
145	Allow an authorized user to either accept the proposed conditions and deadlines, refine the proposed conditions and deadlines, or reject the proposed conditions and deadlines and enter other conditions with deadlines						
146	Automatically generate user-defined notices to accompany a guilty trial decision such as Collections paperwork						
147	<i>Defendant Compliance To Trial Decision -- Ability to:</i>						
148	Automatically update the compliance status to the trial conditions and deadlines once a Defendant has complied with the requirement (e.g. If a fee is paid automatically mark the condition as complete)						
149	Automatically identify when all conditions for a citation have been complied with and automatically close the citation and ensure no outstanding activities exist for the citation						
150	Automatically identify citations where a Defendant's deadline has expired for a required condition and the Defendant has not proven compliance, and update the status to 'Failure To Comply'						
151	Automatically generate a 'Notice of Failure To Comply' once a 'Failure To Comply' status is provided						
152	Automatically adjust the fees based on user-defined rules when a Defendant gets a 'Failure To Comply' for a condition and deadline from a trial decision						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
153	Automatically generate a Notice of Failure To Comply once a 'Failure To Comply' status exists						
154	Automatically initiate the warrant process if the Defendant fails to comply with a trial condition by the imposed deadline or a 'Failure To Comply' exists						
155	<i>Initiate Trial Reset -- Ability to:</i>						
156	Allow an authorized user to initiate a docket reset for a scheduled docket relating to one or a group of citations						
157	b						
158	Apply user-defined rules that determine if a docket reset is available based on the particular citation and the Defendant history						
159	Prohibit the option of a 'Reset' if user-defined rules prohibit it based on the citation and Defendant history (e.g. A reset is not allowed for a Jury Trial type)						
160	Automatically update the reset request with a Reset Denial status if user defined rules prohibit a reset for the particular citation						
161	Automatically generate a Re-Set Denial Notice once a Reset Denial status exists						
162	Apply user-defined rules to determine if a post bond fee is assessed, and how much if applicable, and automatically assess the fee if the user-defined rules specify it applies to the docket type and citation						
163	Automatically present the payment amount required						
164	Accept a payment and automatically post the payment as bond and generate a receipt						
165	Automatically cancel the previous docket date and time and make it available to another Defendant if the date has not yet passed						
166	Allow an authorized user to initiate a Reset Request if the user defined rules indicate a reset is an option						
167	Prompt the user to decline or select any 'special needs' that may apply to the docket (e.g. Interpreter)						
168	Automatically determine the appropriate docket based on user-defined rules						

Municipal Court System Replacement Request for Proposal

Court Setting

Software Vendor:

Integrator Vendor:

[illegible]

Municipal Court System Replacement Request for Proposal

Pay Citation

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
	<i>Pay Citation -- Ability to:</i>						
1	Scan a drivers license, automatically import the information and search for a Defendant record based on user-defined rules						
2	Allow various fields of information to be entered and automatically search for a Defendant record						
3	Retrieve a Defendant record using, but not limited to, the following items: name, DOB, citation, address						
4	Allow authorized user to initiate an Address Change						
5	Automatically generate an Address Change Form when an address change is initiated						
6	Scan the completed Address Change Form and link it to a Defendant record						
7	Allow entry of the new Defendant address and track the source of the address, date updated						
8	Automatically present a Plea Form electronically for review by the Defendant						
9	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
10	Allow the Defendant to sign the Plea Form electronically, through standard practices of acceptable electronic signatures						
11	Allow the generation of a printout of the signed Plea Form						
12	Present the total amount owed by a Defendant (including late fees) and allow a user to select the items the Defendant wishes to pay or select all						
13	Prohibit a payment to apply to a citation that exceeds the maximum threshold defined by citation						
14	Accept any dollar amount payment and apply the payment partially to an item, automatically adjusting the remaining amount owed						
15	Accept a split payment across payment type (e.g. cash, check and credit card) and record appropriately, retaining a history of what was paid with what payment type						

Municipal Court System Replacement Request for Proposal

Pay Citation

Software Vendor:**Integrator Vendor:**

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
16	Automatically apply payments between bond and non-bond payments according to user-defined rules including the ability to move bond amounts between different offenses for same defendant						
17	Track when a returned check has occurred for a Defendant						
18	Automatically perform user-defined activities when a returned check is initiated in the system such as reversing the payment posting, adjusting the fees						
19	Allow costs, fines and fees to be viewed at the aggregate level and drilled down to view the detailed make-up of the aggregate amounts						
20	Automatically interface and post transactions at the detailed level to Lawson financials						
21	Automatically flag the Defendant record and prohibit the payment type of check once the Defendant record indicates a returned check has occurred for the Defendant						
22	Automatically initiate a user-defined number of days Payment Extension when a returned check is entered into the system						
23	Automatically identify when a citation as been paid in full and all conditions are met and perform user-defined activities such as generating a Judgment to populate a judge queue						
24	Allow authorized users to access the Judgment Queue, review the associated information with one click, refine the text if needed, and mark the Judgment as 'Approved'						
25	Prohibit a citation from reaching the closed status if it does not have a Judgment in the 'Approved' status						
26	Automatically identify when a citation has a Judgment in 'Approved' status (which is a Judge's signature) and close the citation						
27	Allow the selection of an Extension on the Defendant's payment date if the option is available based on user-defined rules						
28	Prohibit any system due date from falling on a weekend or holiday						
29	Automatically identify when a Payment Extension has been initiated and perform user-defined activities such as generating a Judgment to populate a judge queue						

Municipal Court System Replacement Request for Proposal

Pay Citation

Software Vendor:**Integrator Vendor:**

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
30	Allow authorized users to access the Judgment Queue, review the associated information with one click, refine the text if needed, and mark the Judgment as 'Approved'						
31	Automatically print the Extension Notification once the Judgment for the Payment Extension has reached the 'Approved' status						
32	Identify a citation that has been issued a Payment Extension but has not complied within the Extension deadline and automatically initiate the warrant process						
33	Identify a citation that has been issued a Payment Extension but has not complied within the Extension deadline and the Defendant has responded that they are unable to pay and automatically present a Financial Affidavit electronically for review by the Defendant						
34	Automatically present a Financial Affidavit electronically for review by the Defendant						
35	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
36	Allow the Defendant to sign the Financial Affidavit electronically, through standard practices of acceptable electronic signatures						
37	Allow the generation of a printout of the signed Financial Affidavit Form						
38	Allow an authorized user to initiate a Payment Plan or Payment Extension if a Financial Affidavit Form is attached for the Defendant and an authorized user initiated financial consideration						
39	Facilitate the cashing out process at the end of the day for cashiers using standard industry principles including: show what should be in the system in cash, checks and credit, prompt entry of what is in the system and facilitate the reconciliation process						
40	If person in warrant then initiate cancellation of warrant and notice to withdraw from Region, hold in list until warrants returned						

Municipal Court System Replacement Request for Proposal

Pay Citation

Software Vendor:

Integrator Vendor:	
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		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments

Municipal Court System Replacement Request for Proposal

Driving Safety Class

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per Requirement

Comments

Line #		Y	N	C	3	F	Comments
0	<i>Initiate Driving Safety Class (DSC) -- Ability to:</i>						
1	Allow authorized user to initiate an Address Change						
2	Automatically generate an Address Change Form when an address change is initiated						
3	Scan the completed Address Change Form and link it to a Defendant record						
4	Allow entry of the new Defendant address and track the source of the address, date updated						
5	Apply user-defined rules that determine if a Defendant qualifies for DSC (e.g. Must not have had DSC within the past year, must have a valid Texas non commercial drivers license, must not have a violation that occurred in a construction zone, must not have an extension or be late on a requirement, DSC must be per a Judge's Order if the Defendant is a minor)						
6	Apply user-defined rules that determine if a particular citation qualifies for DSC (e.g. Must be a moving violation, other excluded offenses, excluded drivers license type, must not exceed 26 mph over the limit)						
7	Automatically present DSC as an available option if the user-defined rules determine that the Defendant and the citation are DSC eligible						
8	Allow the user to view the cost to the Defendant of selecting DSC (or any other option) prior to committing to the option						
9	Allow scanning of related documentation to be scanned and automatically linked to the particular citation						
10	Allow authorized users to enter an option of DSC for a Defendant						
11	Automatically assess the DSC fee which is a particular amount if the violation was in a Regular Zone and another amount if the violation occurred in a School Zone						
12	Allow one click access to a reason description for explaining why a particular option is not available for a Defendant						
13	Automatically prompt for DSC requirements (based on user defined rules linked to the violation type)						
14	Automatically present a DSC Form electronically for review by the Defendant once DSC is selected						

Municipal Court System Replacement Request for Proposal
Driving Safety Class

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS**One Response Per Requirement****Comments**

Line #		Y	N	C	3	F	
15	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
16	Allow the Defendant to sign the DSC Form electronically, through standard practices of acceptable electronic signatures						
17	Automatically apply user-defined rules to adjust the fees or add an administrative fee once the DSC option has been selected and the DSC form has been signed by the Defendant (always prohibit fee or fines to exceed the threshold maximum)						
18	Accept DSC payment, apply the money properly and automatically update the citation status to reflect that it is DSC active						
19	Automatically print a DSC Form and Instructions when a citation is updated to DSC active						
20	Ensure the DSC Form specifies the DSC compliance requirements (based on the specific violation) and the associated due dates as an actual calendar date and year						
21	Automatically generate a DSC order when the citation is updated to DSC active						
22	Automatically route the DSC Order to a judge for review and approval						
23	Allow authorized users to access the DSC order Queue, review the associated information with one click, refine the text if needed, and mark the DSC Order as 'Approved'						
24	Assign an effective date to items routed to a judge queue as the date it was routed to the queue once approved rather than the date of the judge's signature						
25	Automatically generate DSC requirements based on the violation type and establish the deadline for compliance for these requirements						
26	<i>Initiate DSC Extension -- Ability to:</i>						
27	Allow the selection of an Extension on the Defendant's DSC requirement compliance date if the option is available based on user-defined rules						
28	Automatically identify when a DSC Extension has been initiated and has not been complied with by the deadline and perform user-defined activities such as generating a Judgment/Order to populate a judge queue						

Municipal Court System Replacement Request for Proposal
Driving Safety Class

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS**One Response Per Requirement****Comments**

Line #		Y	N	C	3	F	
29	Allow authorized users to access the Judgment/Order Queue, review the associated information with one click, refine the text if needed, and mark the Judgment/Order as 'Approved'						
30	Automatically print the DSC Failure to Comply Notification once the Judgment has reached the 'Approved' status						
31	Identify a citation that has been issued a DSC Extension but has not complied within the Extension deadline and automatically initiate the warrant process						
32	<i>Comply with DSC -- Ability to:</i>						
33	Allow scanning of related documentation to be scanned and automatically linked to the particular DSC requirement						
34	Allow an authorized user to mark a DSC requirements as in compliance and require scanned proof						
35	Automatically identify DSC citations where all requirements have been fulfilled before the compliance deadline and generate a Judgment/Order Revoke and Dismissal Forms						
36	Automatically route the DSC Judgment/Order Revoke to a judge for review and approval						
37	Allow authorized users to access the DSC Judgment/Order Revoke Queue, review the associated information with one click, refine the text if needed, and mark the DSC Judgment/Order Revoke as 'Approved'						
38	Automatically perform user-defined activities such as zeroing out the citation fines, closing the citation, closing any open activities, updating to Dismissal once a DSC Judgment/Order Revoke reaches 'Approved' status						
39	Automatically interface to the Department of Public Safety (DPS) to report user defined DSC information once a DSC Judgment/Order Revoke reaches 'Approved' status						
40	<i>Fail to comply with DSC -- Ability to:</i>						
41	Automatically identify DSC citations where a requirement remains outstanding past the compliance deadline or reaches an out of compliance state						
42	Automatically initiate the Show Cause Hearing Docket scheduling once a DSC requirement reaches an out of compliance state						

Municipal Court System Replacement Request for Proposal
Driving Safety Class

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS**One Response Per Requirement****Comments**

Line #		Y	N	C	3	F	
43	Automatically determine the appropriate docket based on user-defined rules						
44							
45	Automatically provide three viable docket date and time options						
46	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
47	Automatically generate a Show Cause Hearing Notice once the docket time and date are established						
48	Automatically populate the Show Cause Hearing Notice with verbiage that outlines the specific DSC requirements which are out of compliance						
49	Automatically provide name and address information to mail the Show Cause Hearing Notice to the Defendant						
50	Automatically email the Show Cause Hearing Notice to the Defendant if an email is available for the Defendant						
51	Allow Defendants to waive the Show Cause Hearing and initiate waiver in the system						
52	Allow authorized user to initiate a Show Cause Hearing Waiver						
53	Automatically present a Show Cause Hearing Waiver Form electronically for review by the Defendant when an the waiver is initiated						
54	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
55	Allow the Defendant to sign the Show Cause Hearing Waiver Form electronically, through standard practices of acceptable electronic signatures						
56	Allow the generation of a printout of the signed Show Cause Hearing Waiver Form						
57	Present the amount owed by a Defendant, based on user defined rules, once the Show Cause Waiver is initiated						
58	Accept payment, apply the money properly and automatically update the citation status according to user defined rules						

Municipal Court System Replacement Request for Proposal

Deferred Disposition

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Line #		Y	N	C	3	F	Comments
0	<i>Initiate Deferred Disposition - Ability to:</i>						
1	Allow authorized user to initiate an Address Change						
2	Automatically generate an Address Change Form when an address change is initiated						
3	Scan the completed Address Change Form and link it to a Defendant record						
4	Allow entry of the new Defendant address and track the source of the address, date updated						
5	Apply user-defined rules that determine if a Defendant qualifies for Deferred Disposition (e.g. must not hold a commercial drivers license, must not have had two convictions in the past two years)						
6	Apply user-defined rules that determine if a particular citation qualifies for Deferred Disposition (e.g. must not be in a construction zone, must be user defined traffic violation types, no CDL etc)						
7	Automatically present Deferred Disposition as an available option if the user-defined rules determine that the Defendant and the citation are Deferred Disposition eligible						
8	Allow authorized users to initiate Deferred Disposition even if it is not an available option, overriding the standard rules prohibiting the option and require the tracking of the initiator and reason for the override						
9	Automatically initiate other user defined requirements (such as Defensive Driving) once Deferred Disposition is initiated and user defined rules specify that a Defendant meeting certain criteria (such as date of birth year) must also perform the additional requirement						
10	Automatically add a requirement of DSC within 90 days if the Defendant is under the age of 25 and the charge is a moving traffic violation						
11	Allow the user to view the cost to the Defendant of selecting Deferred Disposition (or any other option) prior to committing to the option						
12	Allow scanning of related documentation to be scanned and automatically linked to the particular citation						
13	Allow authorized users to enter an option of Deferred Disposition for a Defendant						

Municipal Court System Replacement Request for Proposal

Deferred Disposition

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Comments

Line #		Y	N	C	3	F	Comments
14	Automatically prompt for Deferred Disposition requirements (based on user defined rules linked to the violation type)						
15	Prohibit the option of Deferred Disposition if user-defined rules prohibit it based on the citation and Defendant history except if overridden by Judge						
16	Allow one click access to a reason description for explaining why a particular option is not available for a Defendant						
17	Automatically determine if proof of insurance is needed based on the violation and automatically interface to a third party to receive that validation real-time						
18	Automatically present a Deferred Disposition Form electronically for review by the Defendant once Deferred Disposition is selected						
19	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
20	Allow the Defendant to sign the Deferred Disposition Form electronically, through standard practices of acceptable electronic signatures						
21	Generate a printout of the signed Deferred Disposition Form						
22	Automatically apply user-defined rules to adjust the fees or add an administrative fee once the Deferred Disposition option has been selected and the Deferred Disposition form has been signed by the Defendant						
23	Accept Deferred Disposition payment, apply the money properly and automatically update the citation status to reflect that it is Deferred Disposition active						
24	Automatically generate a Deferred Disposition Judgment/Order Form when the citation is updated to Deferred Disposition active						
25	Automatically route the Deferred Disposition Judgment/Order to a judge for review and approval						
26	Allow authorized users to access the Deferred Disposition Judgment/Order Queue, review the associated information with one click, refine the text if needed, and mark the Deferred Disposition Judgment/Order as 'Approved'						

Municipal Court System Replacement Request for Proposal

Deferred Disposition

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Line #		Y	N	C	3	F	Comments
27	Assign an effective date to items routed to a judge queue as the date it was routed to the queue once approved rather than the date of the judge's signature						
28	Automatically generate Deferred Disposition requirements based on the violation type and establish the deadline for compliance for these requirements						
	<i>Initiate Extension for Plea -- Ability to:</i>						
29	Allow the selection of an Extension on the Defendant's plea compliance date if the option is available based on user-defined rules						
30	Automatically identify when a Plea Extension has been initiated and has not been complied with by the deadline and perform user-defined activities such as generating a Judgment to populate a judge queue						
31	Allow authorized users to access the Judgment Queue, review the associated information with one click, refine the text if needed, and mark the Judgment as 'Approved'						
32	Automatically print the Failure to Comply Notification once the Judgment has reached the 'Approved' status						
33	Identify a citation that has been issued a plea Extension but has not complied within the Extension deadline and automatically initiate the warrant process						
	<i>Comply with Deferred Disposition-- Ability to:</i>						
34	Allow scanning of related documentation to be scanned and automatically linked to the particular Deferred Disposition requirement						
35	Allow an authorized user to mark a Deferred Disposition requirements as in compliance and require scanned proof						
36	Automatically identify Deferred Disposition citations where all requirements have been fulfilled on the compliance deadline and generate a Dismissal Form						
37	Automatically route the Deferred Disposition Dismissal Form to a judge for review and approval						

Municipal Court System Replacement Request for Proposal

Deferred Disposition

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Line #		Y	N	C	3	F	Comments
38	Allow authorized users to access the Deferred Disposition Dismissal Queue, review the associated information with one click, refine the text if needed, and mark the Deferred Disposition Dismissal Form as 'Approved'						
39	Automatically perform user-defined activities such as applying the bond to the fine and closing the citation and any events/activities once a Deferred Disposition reaches 'Approved' status						
40	Automatically determine if the bond amount was greater than the fine and initiate a Refund Request to populate a Refund Queue						
	<i>Fail to comply with Deferred Disposition -- Ability to:</i>						
41	Allow authorized users to initiate a Motion for Show Cause Hearing						
42	Automatically identify citations entered for a Defendant currently in Deferred Disposition for another citation and provide Prosecutor recommendation to initiate the Motion for Show Cause Hearing and allow the Prosecutor to trigger the actual initiation if determined appropriate						
43	Automatically initiate the Show Cause Hearing Docket scheduling once initiated by an authorized user and the system applies user-defined rules that designate a citation or group of citations as requiring a docket scheduling						
44	Prompt the user to decline or select any 'special needs' that may apply to the docket (e.g. Interpreter)						
45	Automatically determine the appropriate docket based on user-defined rules						
46	Automatically search for the proper Show Cause hearing docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
47	Automatically provide three viable docket date and time options						
48	Automatically follow user defined rules, if they exist, to not schedule the hearing earlier than X weeks out from the date of scheduling						

Municipal Court System Replacement Request for Proposal

Deferred Disposition

Software Vendor:

Integrator Vendor:

SYSTEM REQUIREMENTS

One Response Per
Requirement

Line #		Y	N	C	3	F	Comments
49	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
50	Automatically generate a Show Cause Hearing Notice for mailing to the Defendant						
51	Automatically email the Notice of Show Cause Hearing to the Defendant if an email is available for the Defendant						
52	Allow an authorized user to trigger the system to populate the Revoke Judgment into a Judge Queue based on user-defined rules						
53	Allow a Judge to review the Revoke Judgment and details with one-click						
54	Allow the Judge to approve the Revoke Judgment electronically, through standard practices of acceptable electronic signatures						
55	Automatically update the Deferred Disposition citation violation with a Conviction, forfeit the bond and close the citation once the associated Revoke Judgment is approved by an authorized user						
56	Automatically generate and print for mailing a Deferred Disposition Revoke Notification once a Revoke Judgment is approved						
57	Prohibit the Option of selecting Deferred Disposition for a 12 month period for a Defendant once a Revoke Judgment has occurred						
58	Allow one click drill down access to a reason description for prohibiting the Option for a Defendant						
59	Automatically interface to DPS to report user-defined information based on user-defined rules such as reporting any Revoked Deferred Dispositions every 30 days						

t	Addison, Texas							
	Municipal Court System Replacement Request for Proposal							
Dismissal								
Software Vendor:								
Integrator Vendor:								
	SYSTEM REQUIREMENTS					One Response Per Requirement		
Line #		Y	N	C	3	F	Comments	
	Initiate Dismissal - Ability to:							
1	Allow authorized user to initiate an Address Change							
2	Automatically generate an Address Change Form when an address change is initiated							
3	Scan the completed Address Change Form and link it to a Defendant record							
4	Allow entry of the new Defendant address and track the source of the address, date updated							
5	Apply user-defined rules that determine if a Defendant qualifies for Dismissal							
6	Apply user-defined rules that determine if a particular citation qualifies for Dismissal (e.g. must be one of the following violations failure to maintain financial responsibility, no driver's license, display expired inspection sticker, expired driver's license, and display expired registration)							
7	Automatically present Dismissal as an available option if the user-defined rules determine that the Defendant and the citation are Dismissal eligible							
8	Allow the user to view the cost to the Defendant of selecting Dismissal (or any other option) prior to committing to the option							
9	Allow scanning of related documentation to be scanned and automatically linked to the particular citation							
10	Allow authorized users to enter an option of Dismissal for a Defendant							
11	Prohibit the option of Dismissal if user-defined rules prohibit it based on the citation and Defendant history							
12	Allow one click access to a reason description for explaining why a particular option is not available for a Defendant							
13	Automatically determine if proof of insurance is needed based on the violation and automatically interface to a third party to receive that validation real-time							
14	Automatically determine all of the requirements for Dismissal, including if a fee is due, based on the violation type							
15	Prompt the user for specific requirements (e.g. Scanned inspection certificate) and entry of information (e.g. date of inspection)							
16	Automatically adjust fees and fines based on user defined rules for the Dismissal							
17	Accept Dismissal payment, apply the money properly and automatically update the citation status to Dismissal active and generate a receipt							
18	Automatically generate a Dismissal Judgment/Order Form when the citation is updated to Dismissal active							

Municipal Court System Replacement Request for Proposal

Dismissal

Software Vendor:**Integrator Vendor:**

SYSTEM REQUIREMENTS

One Response Per Requirement

Comments

Line #		Y	N	C	3	F	Comments
19	Automatically route the Dismissal Judgment/Order Form to a judge for review and approval or denial						
20	Allow authorized users to access the Dismissal Judgment/Order Queue, review the associated information with one click, refine the text if needed, and mark the Dismissal Judgment/Order as 'Approved' or 'Denied' and if 'Denied' the reason code for the denial						
21	Assign an effective date to items routed to a judge queue as the date it was routed to the queue once approved rather than the date of the judge's signature						
22	Automatically update the Dismissal to finalized once it reached 'Approved' status and perform user defined activities such as adding an administrative fee, zeroing out fees and court costs						
23	Automatically determine the proper docket to schedule for when a judgment is denied, based on the reason code for the denial based on user defined rules						
24	Automatically initiate the Docket scheduling once a Dismissal has been denied and the system applies user-defined rules that designate a citation or group of citations as requiring a docket						
25	Prompt the user to decline or select any 'special needs' that may apply to the docket (e.g. Interpreter)						
26	Automatically determine the appropriate docket based on user-defined rules						
27	Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
28	Automatically provide three viable docket date and time options						
29	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
30	Automatically generate a Docket Notice once the docket time and date are established						
31	Automatically provide name and address information to mail the Notice to the Defendant						
32	Determine other notices, if any, that should accompany the Notice						
33	Automatically email the Notice to the Defendant if an email is available for the Defendant						
34	Automatically email notification of the scheduled Docket to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						

[illegible]

Initiate Motion

Software Vendor:

Integrator Vendor:	
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[illegible]

Walk-In Appointment

Software Vendor:

Integrator Vendor:

[illegible]

Municipal Court System Replacement Request for Proposal

Community Service

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
	<i>Initiate Community Service -- Ability to:</i>						
1	Allow authorized users to enter an option of marking one or more citations as Indigency Eligible for a Defendant						
2	Allow scanning of related documentation to be scanned and automatically linked to the particular citation (e.g. Indigency paperwork)						
3	Automatically present all citations that could be eligible for indigency and prompt the user to select one or more of the Defendant citations						
4	Prohibit the selection of certain requirements/punishments for a particular citation based on user defined rules (e.g. Prohibit the selection of Community Service as a requirement or punishment for any gang related violations)						
5	Automatically present a Warning if the Defendant is currently performing Community Service or has within the last 12 months						
6	Allow one-click access to view the entire Community Service history of a Defendant						
7	Automatically follow user defined rules to present the proposed number of hours and due date for completion of a Community Service requirement						
8	Allow an authorized user to change the proposed number of hours and due date for Community Service requirement or accept the proposed requirement						
9	Automatically create a Community Service Order that outlines the Community Service hours and due date once the requirement has been established by an authorized user						
10	Automatically route the Community Service Order to a judge for review and approval or denial						
12	Allow authorized users to access the Community Service Order Queue, review the associated information with one click, refine the text if needed, and mark the Order as 'Approved'						
13	Assign an effective date to items routed to a judge queue as the date it was routed to the queue once approved rather than the date of the judge's signature						
14	Automatically present a Community Service Notice and Waiver Forms electronically for review by the Defendant						
15	Ensure the Defendant can review an electronic copy of the form prior to providing a signature						
16	Allow the Defendant to sign the Community Service Notice Form and the Waiver Forms electronically, through standard practices of acceptable electronic signatures						
17	Automatically create a Community Service Assignment Request that outlines the Community Service hours and due date once the requirement has been established by an authorized user						
18	Automatically route the Community Service Assignment Request to a queue for review, background check results and assignment						

Municipal Court System Replacement Request for Proposal

Community Service

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
19	Allow authorized users to access the Community Service Assignment Request, review the associated information with one click						
20	Automatically generate the required background checks for the Defendant and prohibit the assignment of an agency for Community Service until the background check results are entered for the Defendant						
21	Allow an authorized user to enter results for the background checks						
22	Present the suggested agencies once all background checks have been performed (based on user defined rules)						
23	Suggest agencies for the Defendant based on user defined rules that define the background checks by agency						
24	Maintain a database of Community Service Agencies, tracking Agency name, address, contact, adult positions, juvenile positions, positions available, background check requirements, etc...						
25	Allow an authorized user to link a Defendant with Community Service requirements to a particular agency and available position within the agency						
26	Allow authorized users to track Community Service notes on a Defendant and allow only authorized users to view the notes						
27	Allow an authorized user to select the particular agency and print the Orientation materials, timesheet, and Agency Assignment sheet associated with the placement						
28	Automatically send the Defendant a reminder the day before and morning of the Community Service Orientation via email, IM or IVR message						
	<i>Failure To Appear for Docket -- Ability to:</i>						
29	Allow authorized users to enter a 'Failure To Appear' or 'Violate Promise to Appear' as the outcome of the scheduled docket						
30	Automatically determine the appropriate action when a 'Failure To Appear' occurs for a Docket based on user-defined rules that can be changed without vendor involvement						
31	Automatically adjust the fees based on user-defined rules when a Defendant gets a 'Failure To Appear' for a scheduled docket (if rules specify)						
32	Automatically generate a Notice of Failure To Appear once the docket results are entered as 'Failure To Appear'						
33	Automatically follow user-defined rules to determine if a docket reset should automatically occur						
34	Automatically repeat the initiation of docket scheduling if the user defined rules specify						

Municipal Court System Replacement Request for Proposal

Community Service

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
35	Automatically use special wording in the Docket Notice when a reset is automatically performed which informs the Defendant that if they fail to appear at the rescheduled docket what the consequences will be						
	<i>Comply with Community Service Order -- Ability to:</i>						
36	Allow an authorized user to mark a Defendant requirement as in compliance including compliance with attending an orientation docket						
37	Interface to multiple third party agencies to receive the Defendant time sheet for the Community Service hours completed electronically						
38	Automatically extract the hours from the timesheet and link them to the Defendant requirement and indicate hours fulfilled						
39	Automatically translate the Community Service hours to the pay-off earned						
40	Automatically determine if the Community Service payoff earned amount was greater than the fine and update the Defendant record to indicate the earnings and remaining balance if applicable						
41	Automatically identify Community Service where all requirements have been fulfilled on the compliance deadline and generate a Community Service Judgment						
42	Automatically route the Judgment to a judge for review and approval						
43	Allow authorized users to access the Community Service Judgment Queue, review the associated information with one click, refine the text if needed, and mark the Community Service Judgment Form as 'Approved'						
44	Automatically perform user-defined activities such as closing the citation and updating the disposition once a Community Service Judgment reaches 'Approved' status and no other requirements remain outstanding						
45	Automatically identify Community Service where a balance remains after the Community Service hours were applied						
46	Automatically generate a notice indicating the remaining amount owed, the due date and that a warrant will be issued if the Defendant does not comply						
47	Automatically identify when a Community Service has been initiated and has not been complied with by the deadline and perform user-defined activities such as generating a Judgment to populate a judge queue						
48	Allow authorized users to access the Judgment Queue, review the associated information with one click, refine the text if needed, and mark the Judgment as 'Approved'						
49	Automatically print the Community Service Failure to Comply Notification once the Judgment has reached the 'Approved' status						

[illegible]

Municipal Court System Replacement Request for Proposal

Miscellaneous Docketing

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
	<i>One Time Docket Set-Up -- Ability to:</i>						
1	Allow the one-time set-up of a specific docket, which defines the docket default for:						
	Type of Cases (including Criminal and Civil)						
	Time(s) of the day						
	Day or week indicator						
	Docket Location						
	Number of Cases Allowed						
	Indicator of whether Case Complexity is weighted for workload balancing						
	Attorney (if applicable)						
2	Prohibit the default dockets from having conflicting scheduling factors, such as, but not limited to: the same location on the same day and time						
3	Allow an unlimited number of dockets as long as resources (e.g. court room, time, judge, etc...) are not in conflict						
4	Accommodate a docket by attorney which includes the attorney as part of the docket definition						
5	Provide a visual representation of the default docket set-ups where a visual calendar displays the specific docket schedulings						
6	Allow the visual representation of the default docket to be present various views such as by location, by resource, by day for all locations						
7	Accommodate Case Complexity weighting where if a docket specifies that weighting should be utilized that user defined rules are followed to count some cases as requiring additional time (e.g. Attorney is involved, collision or multiple officers are participating) or to assume some cases require less time (e.g. where multiple cases are being heard for one Defendant) -- thereby adjusting the number of cases scheduled for the particular docket						
	<i>Generate Docket Schedule -- Ability to:</i>						

Municipal Court System Replacement Request for Proposal

Miscellaneous Docketing

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
8	Allow the an authorized user to specify that the default docket set-ups or the last selected docket set-ups can be copied to create the next series of months docketing schedules						
9	Prompt the authorized user to indicate by resource any 'no schedule' times (e.g. such as vacation schedules)						
10	Automatically follow user defined rules that block the holidays that have been defined as 'no schedule' times for all resources (e.g. Christmas Day)						
11	Automatically follow user defined rules by resource category when generating a docket schedule (such as prohibiting more than X Judges to be scheduled at the same time)						
12	Automatically interface to a calendaring software to incorporate by resource the resource availability and the resource 'no schedule' times						
13	Allow efficient manual entry of schedules such as entering officer schedules by shift where the shift is entered one time and multiple badge numbers are associated with the shift						
14	Automatically utilize the default docket set-ups and accommodate the resource 'no schedule' times and propose changes to the docketing schedule being used to create the next series of months docketing schedules						
15	Allow an authorized user to pickup an entire docket and move it for re-set to another date and time (by either entering parameters or performing a cut and paste to a visual representation)						
16	Allow mass rescheduling by resource if needed						
17	Print a particular docket or all dockets for a particular day with one click						
	<i>Change the Docket Schedule -- Ability to:</i>						
18	Follow user defined rules to perform activities when a docket is reset such as notifications to internal staff and Defendant and other external participants						
19	Provide a visual representation of the active dockets where a visual calendar displays the specific docket schedulings, including:						
20	Court Room At-A-Glance						
21	Day At-A-Glance (showing all court rooms and the number of cases)						

Municipal Court System Replacement Request for Proposal

Miscellaneous Docketing

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
22	Reschedule multiple cases at one time (e.g. An attorney needs 10 cases reset to the next docket, enter all the case numbers and update each case to the docket automatically)						
	<i>Schedule a Non Trial Docket for a Defendant -- Ability to:</i>						
23	Automatically initiate the scheduling of particular docket once a user defined trigger occurs						
24	Automatically prompt the user once docket scheduling is initiated to confirm or decline any special needs for the Defendant at the Docket (e.g. Interpreter, Court Reporter, extra security)						
25	Provide a user defined list of special needs for selection by the user and changed without vendor involvement						
26	Automatically determine the appropriate docket based on user-defined rules (e.g. Docket, Attorney or No Attorney, Officers)						
27	Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
28	Allow an authorized user to over-ride the three viable docket dates and manually select a date that the system found to be in conflict						
29	Automatically provide three viable docket date and time options						
30	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
31	Automatically generate a Notice for the Docket once the docket time and date are established						
32	Automatically provide name and address information to mail the Notice to the Defendant, utilizing a specific template wording based on Docket Type						
33	Determine other notices, if any, that should accompany the Docket Notice						
34	Automatically email the Notice of Docket to the Defendant if an email is available for the Defendant						
35	Automatically email notification of the Docket to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						

Municipal Court System Replacement Request for Proposal

Miscellaneous Docketing

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
36	Automatically follow user defined rules to generate a request for a docket special need X days before the docket date (e.g. Initiate a order for an Interpreter) <i>Schedule a Trial Docket for a Defendant -- Ability to:</i>						
37	Automatically initiate the scheduling of particular docket once a user defined trigger occurs such as entering a Non Guilty Plea or specifying a trial type as the result of another Trial						
38	Automatically prompt the user to verify which violations the Non Guilty plea applies to if that was the trigger for scheduling the docket						
39	Allow the Defendant to sign the Non Guilty Plea Form electronically, through standard practices of acceptable electronic signatures						
40	Automatically identify all cases for the Defendant that could be scheduled for the same docket						
41	Automatically prompt the user once docket scheduling is initiated to confirm or decline any special needs for the Defendant at the Docket (e.g. Interpreter, Court Reporter, extra security)						
42	Provide a user defined list of special needs for selection by the user and changed without vendor involvement						
43	Automatically determine the appropriate docket based on user-defined rules (e.g. Plea and Violation combination, Trial and Violation combination)						
44	Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
45	Allow user defined rules to specify docket scheduling considerations related to resources such as:						
46	Only schedule a particular resource according to the time specified for the resource as available for schedule						
47	Optimize the resource scheduling by always attempting to first schedule a docket for a particular resource in the same docket the resource is already scheduled for						

							Addison, Texas
	Municipal Court System Replacement Request for Proposal						
Miscellaneous Docketing							
Software Vendor:							
Integrator Vendor:							
		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
48	Follow user defined rules the prohibit the scheduling of a resource at noncontiguous docket times in one day, or on only one day per week						
49	Allow an authorized user to over-ride the three viable docket dates and manually select a date that the system found to be in conflict						
50	Automatically provide three viable docket date and time options						
51	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
52	Automatically generate a Notice for the Docket once the docket time and date are established						
53	Automatically provide name and address information to mail the Notice to the Defendant, utilizing a specific template wording based on Docket Type						
54	Determine other notices, if any, that should accompany the Docket Notice						
55	Automatically email the Notice to the Defendant if an email is available for the Defendant						
56	Automatically email notification of the Docket to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						
57	Automatically follow user defined rules to generate a request for a docket special need X days before the docket date (e.g. Initiate a order for an Interpreter)						
	<i>Cancel a Scheduled Docket for a Defendant -- Ability to:</i>						
58	Allow user defined activities such as paying a citation to automatically cancel a scheduled docket for that citation						
59	Automatically make the docket date and time available once a scheduled case is cancelled from a particular docket						

Municipal Court System Replacement Request for Proposal

Miscellaneous Initiate Hearing

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
	<i>Trigger Hearing Scheduling -- Ability to:</i>						
1	Allow user defined rules to trigger when a hearing and what type of hearing should be scheduled (e.g. dismissal case where third party insurance check fails)						
	<i>Schedule Hearing -- Ability to:</i>						
2	Automatically initiate the scheduling of particular docket once a user defined trigger occurs						
3	Automatically prompt the user once docket scheduling is initiated to confirm or decline any special needs for the Defendant at the Docket (e.g. Interpreter, Court Reporter, extra security)						
4	Provide a user defined list of special needs for selection by the user and changed without vendor involvement						
5	Automatically determine the appropriate docket based on user-defined rules (e.g. Docket, Attorney or No Attorney, Officers)						
6	Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
7	Allow an authorized user to over-ride the three viable docket dates and manually select a date that the system found to be in conflict						
8	Automatically provide three viable docket date and time options						
9	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
10	Automatically generate a Notice for the Docket once the docket time and date are established						

							Addison, Texas
	Municipal Court System Replacement Request for Proposal						
Miscellaneous Initiate Hearing							
Software Vendor:							
Integrator Vendor:							
		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
11	Automatically provide name and address information to mail the Notice to the Defendant, utilizing a specific template wording based on Docket Type						
12	Determine other notices, if any, that should accompany the Docket Notice						
13	Automatically email the Notice to the Defendant if an email is available for the Defendant						
14	Automatically email notification of the Docket to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						
15	Automatically follow user defined rules to generate a request for a docket special need X days before the docket date (e.g. Initiate a order for an Interpreter)						
	<i>Comply with Deferred Disposition-- Ability to:</i>						
16	Follow user defined rules to perform activities when a docket is reset such as notifications to internal staff and Defendant and other external participants						
17	Provide a visual representation of the active dockets where a visual calendar displays the specific docket schedulings, including:						
18	Court Room At-A-Glance						
19	Day At-A-Glance (showing all court rooms and the number of cases)						
	<i>Fail to Appear for Hearing -- Ability to:</i>						

		Addison, Texas					
		Municipal Court System Replacement Request for Proposal					
Miscellaneous Initiate Hearing							
Software Vendor:							
Integrator Vendor:							
		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
20	Allow authorized users to enter a 'Failure To Appear' as the outcome of the scheduled docket						
21	Automatically determine the appropriate action when a 'Failure To Appear' occurs for a Docket based on user-defined rules that can be changed without vendor involvement (e.g. Initiate ReSet, Initiate Warrant process)						
22	Initiate Warrant process for Insurance Hearing Failure To Appear						
23	Forfeit Bond for Cash Bond Jail Plea Docket with a Failure To Appear						
24	Forfeit Surety Bond for Plea Docket with a Failure To Appear including generation of citations to appear, nisi etc.						
25	Automatically follow user-defined rules to determine if a docket reset should be allowed for the Hearing type						
26	Automatically repeat the initiation of docket scheduling if the user defined rules specify that it is allowed and an authorized user selects a Reset for the Defendant						
27	Enable a Defendant to enter a request for a Hearing and schedule it if the Defendant is eligible via various channels including: in person, via the mail, internet and interactive voice recognition						
	In person						
	Via the Mail						
	Internet						
	Interactive Voice Recognition (IVR)						
28	Ensure real time processing of the Hearing scheduling occurs regardless of the channel used so that the request is denied if user defined rules prohibit it as an option for the Defendant						
29	Ensure real time processing of the Hearing scheduling occurs regardless of the channel used so that a Hearing docket can be scheduled and communicated real time to the Defendant						
	Schedule a Trial Docket for a Defendant -- Ability to:						

Municipal Court System Replacement Request for Proposal

Miscellaneous Initiate Hearing

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
30	Automatically initiate the scheduling of particular docket once a user defined trigger occurs such as entering a Non Guilty Plea or specifying a trial type as the result of another Trial						
31	Automatically prompt the user to verify which violations the Non Guilty plea applies to if that was the trigger for scheduling the docket						
32	Allow the Defendant to sign the Non Guilty Plea Form electronically, through standard practices of acceptable electronic signatures						
33	Automatically identify all cases for the Defendant that could be scheduled for the same docket						
34	Automatically prompt the user once docket scheduling is initiated to confirm or decline any special needs for the Defendant at the Docket (e.g. Interpreter, Court Reporter, extra security)						
	Provide a user defined list of special needs for selection by the user and changed without vendor involvement						
35	Automatically determine the appropriate docket based on user-defined rules (e.g. Plea and Violation combination, Trial and Violation combination)						
36	Automatically search for the proper docket date and time based on user-defined docketing rules which may include considerations for the attorney, officer(s) involved and any special needs						
37	Allow user defined rules to specify docket scheduling considerations related to resources such as:						
38	Only schedule an particular resource according to the time specified for the resource as available for schedule						
39	Optimize the resource scheduling by always attempting to first schedule a docket for a particular resource in the same docket the resource is already scheduled for						
40	Follow user defined rules the prohibit the scheduling of a resource at noncontiguous docket times in one day, or on only one day per week						
41	Allow an authorized user to over-ride the three viable docket dates and manually select a date that the system found to be in conflict						

Municipal Court System Replacement Request for Proposal

Miscellaneous Initiate Hearing

Software Vendor:

Integrator Vendor:

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
42	Automatically provide three viable docket date and time options						
43	Make the earliest docket date and time option available the default (and proposed docket date and time for selection)						
44	Automatically generate a Notice for the Docket once the docket time and date are established						
45	Automatically provide name and address information to mail the Notice to the Defendant, utilizing a specific template wording based on Docket Type						
46	Determine other notices, if any, that should accompany the Docket Notice						
47	Automatically email the Notice to the Defendant if an email is available for the Defendant						
48	Automatically email notification of the Docket to the city participants based on user-defined rules (including, but not limited to, the assigned Prosecutor and Officer(s))						
49	Automatically follow user defined rules to generate a request for a docket special need X days before the docket date (e.g. Initiate a order for an Interpreter)						
	<i>Comply with Deferred Disposition-- Ability to:</i>						
50	Allow scanning of related documentation to be scanned and automatically linked to the particular Deferred Disposition requirement						
51	Allow an authorized user to mark a Deferred Disposition requirements as in compliance and require scanned proof						
52	Automatically identify Deferred Disposition citations where all requirements have been fulfilled on the compliance deadline and generate a Dismissal Form						
53	Automatically route the Deferred Disposition Dismissal Form to a judge for review and approval						
54	Allow authorized users to access the Deferred Disposition Dismissal Queue, review the associated information with one click, refine the text if needed, and mark the Deferred Disposition Dismissal Form as 'Approved'						

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[illegible]

		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
55	Automatically perform user-defined activities such as applying the bond to the fine and closing the citation once a Deferred Disposition reaches 'Approved' status						
56	Automatically determine if the bond amount was greater than the fine and initiate a Refund Request to populate a Refund Queue						
	</						

Municipal Court System Replacement Request for Proposal

Internal Controls and Security

Software Vendor:

Integrator Vendor:

	SYSTEM REQUIREMENTS	One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
	<i>Internet Access and IVR Access</i>						
1	Requires users to establish user name and password prior to use						
2	Prior to establishing user name and password, system authenticates user by verification of 2 pre-determined variables such as citation number, name, DL number, License plate						
3	Ensure transactions conducted through the web cannot be repudiated, based on strong authentication methodology - digital certificate/certificate of authenticity/digital signature methodologies						
4	Personal information is displayed with partial encryption, such as DL numbers and License plates						
5	Internet access to system is conducted through SSL, HTTPS protocol, using 128 bit encryption methodology						
6	Retain audit trail of all internet activity conducted by defendants including recording of the IP address of user in account records (notes)						
7	Internet activity offered to defendants are limited to pre determined business parameters (such as pleas)						
8	Disallow or permit alterations to pre determined fields such as fine amounts, alteration of names, alteration of DL numbers, alterations to license plates						
9	Complies with State of Texas electronic transaction requirements applicable to the judicial field. (court personnel - please research to find more about subject)						
	<i>Financial / Cashiering</i>						
10	Limit refund/alterations capabilities to authorized personnel and create audit trail of all refunds						
11	Alterations selected fields such as fine amount is disallowed in the cashiering process						
	<i>Other</i>						
12	If citations are voided, the void is recorded in an audit trail						
	<i>Security</i>						
13	Security settings can be customized to individuals, based on pre-determined access levels and operational needs						
14	Application access is based on individual user ID and Password, set password parameters and change frequencies.						
15	Application tracks unsuccessful log on attempts						
16	Access to sensitive information such as defendant medical records, juvenile records could be limited based on operational needs.						
17	Sensitive data is encrypted						
18	Audit trails cannot be altered						
20	The application meets ISO 17799 security standards						

Interfaces							
Software Vendor:							
Integrator Vendor:							
NOTE: Interfaces are also referred to throughout sections A - P.							
		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
	<i>Tiburon Interface - Ability to:</i>						
1	Recognize the user-rules for what violations have a supporting Police Report and automatically interface to the Tiburon system to import a copy of the Police Report linked to the citation						
2	Automatically notify Courts or others that defendant has been arrested						
3	Automatically upload data to Regional system and retain region number, when paid upload clearance to region computer.						
	<i>APS Handhelds and Vehicle Interface - Ability to:</i>						
4	Download tickets from handheld without duplication of case numbers, also identify previous offender and associate ticket with that person						
5	Send up-to-date information, including address information, to officer regarding defendant case history and any warrants outstanding						
	<i>Insurance Agency Interface - Ability to:</i>						
6	Schedule data export or interface to insurance agencies or a third party service to determine validity of insurance coverage including TLETS interface						
	<i>Collection Agency Interface - Ability to:</i>						
7	Schedule data export or interface to collection agencies with minimal user intervention						
	<i>Geocode Interface - Ability to:</i>						
8	Interface real time to an address validation and standardization tool						
	<i>Region Interface - Ability to:</i>						
9	Interface with the Regional warrant database and identify other warrants in other jurisdictions, or tickets if info available						
	<i>Financials - Ability to:</i>						
10	Interface to the our financial software JEMS at the detailed level & upload data thereto in correct GL accounts.						
	<i>DPS Interface - Ability to:</i>						

Interfaces							
Software Vendor:							
Integrator Vendor:							
NOTE: Interfaces are also referred to throughout sections A - P.							
		One Response Per Requirement					
Line #		Y	N	C	3	F	Comments
11	Automatically interface to the DPS system based on user-defined rules such as reporting all revoked Deferred Dispositions every 30 days and with the local tax assessor collector's software to deny registration						
12	Schedule data export or interface to state Department of Public Safety with minimal user intervention						
13	Obtain information about previous deferrals						
14	Update Omnibase or other vendor						
15	Interface to DPS for drivers license hold						
16	To Notify DPS of revoked deferral						
17	Obtain scanned drivers license information						
Portal - Ability to:							
18	Interface to the existing Court Payment Portal						
Document and Records Management - Ability to							
19	Interface to the Existing Document and Records Management system (DocuNav)						
Interactive Voice Response - Ability to							
20	Interface to the existing IVR						
Interface with a Jail Package							
21	Ability to interface with jail package to transfer data to citation package						
Interface to the DOT or the local tax assessor collector for denial of registration on unpaid or non appearance matters.							
22							