Request for Proposal of

Prosecutor/Defender Case Management Software for the County of Champaign

RFP NO. 2024-006

Issue Date:
November 22nd, 2024

Closing Location:
Champaign County State's Attorney's Office
Champaign County Courthouse
101 E Main Street
Urbana, IL 61801

CLOSING DATE AND TIME:
December 13th, 2024, 1PM

REQUEST FOR PROPOSAL (RFP)

Case Management Software Solution for Prosecutors and Public Defenders

Issued by: Champaign County State's Attorney
RFP Number: 2024-006
Submission Deadline: December 13, 2024 1:00pm

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1. General Information

1.1 Introduction

Champaign County is soliciting proposals from qualified vendors to provide a Case Management Software (CMS) solution. This software will be used by the Prosecutor's Office and Public Defender's Office to manage cases efficiently, ensure data security, and streamline workflows. The project includes software acquisition, implementation, data migration, user training, and ongoing support.

1.2 Project Scope and Goals

The goal of this RFP is to acquire a secure, user-friendly, and customizable CMS that supports both criminal and civil case management for prosecutors and public defenders. The CMS should also facilitate collaboration between departments, reduce redundant data entry, and improve case tracking, document management, and reporting capabilities. The system must be flexible to adapt to future needs and technology advancements.

Key Objectives Include:

- Securely manage case files for criminal and civil matters.
- Improve collaboration between departments.
- Provide access to case data from remote locations, including courts and the field.
- Support document generation, storage, and version control.
- Facilitate integration with state and national law enforcement and judicial databases.
- Ensure compatibility with other software solutions used by Champaign County.
- Migrate all data from the previous case management software (JANO) to the new CMS.
- Include Artificial Intelligence features

1.3 Key Dates

The County will use the following timetable, subject to change, which should result in the selection of a company(s) and award of contract(s) on or about January 23rd, 2025.

Date	Event
November 22nd, 2024	Request for Proposal Posted
December 13th, 2024	Proposals Due by 1pm CST, names of respondents read aloud

December 16th, 2024	Proposals Opened at 2PM CST– State's Attorney's Office, County Courthouse, 101 E Main Street, Urbana, IL
January 14th, 2025	Finance Committee Review Recommendation by RFP Review Committee
January 23rd, 2025	County Board Approval of Contract with Awarded Company

2. Proposal Requirements

2.1 Proposal Submission

Vendors must submit proposals in the format outlined below. Proposals should include detailed responses to the technical and cost requirements. Each proposal must include:

1. **Cover Letter**: A brief introduction of the vendor, outlining the firm's qualifications and commitment to the project.
2. **Executive Summary**: A high-level overview of the proposed CMS solution and its benefits.
3. **Technical Proposal**: Detailed response to the scope of work and system requirements.
4. **Cost Proposal**: A breakdown of all associated costs, including software, implementation, training, and ongoing support.
5. **References**: Contact information for at least three public sector clients that use the proposed solution.

2.2 Submission Instructions

Submit one (1) paper copy of the technical proposal and one (1) paper copy of the cost proposal in separate sealed envelopes. Additionally, include an electronic copy on a USB drive. Proposals must be received no later than December 13, 2024 at 1:00pm at the following address:

Champaign County State's Attorney's Office
Attn: Bud Windelborn
County Courthouse

101 East Main Street

Urbana, IL 61801

Late proposals will not be considered.

3. System Requirements

3.1 Core Features

The CMS must meet the following minimum requirements:

- **Case Management**: Ability to track all aspects of criminal and civil cases, including defendants, victims, witnesses, attorneys, judges, court dates, and dispositions.

- **Document Management**: Store and organize case-related documents, support version control, and integrate with popular formats (PDF, Word, etc.).
- **Calendar Integration**: Sync with Microsoft Outlook or other calendar systems to track hearings, deadlines, and meetings.
- **Remote Access**: Secure remote access to case files from multiple devices, including mobile phones and tablets.
- **Role-based Access Control**: Provide permissions based on user roles to ensure data security and confidentiality.
- **Task Management**: Ability to assign, track, and manage tasks for each case.
- **Data Reporting**: Generate custom reports for caseload statistics, attorney performance, and case outcomes.
- **Integration Capabilities**: The CMS must integrate with software used by other county departments, including:
  - **NICE**: A system used for the cloud storage and management of video evidence.
  - **JANO**: The county's previous case management software, from which all data must be migrated to the new CMS.
  - **Tyler Odyssey Navigator:** A system used for e-filing
  - **Office Suite:** Including Word and Excel
  - **Adobe products**
- **Data Migration**: Vendors must migrate existing data from the current case management system, JANO, to the new CMS, ensuring accuracy and integrity in the transition.

3.2 Technical Requirements

- **Web-based Solution**: Preference for cloud-based, browser-agnostic systems that support major web browsers (Chrome, Edge, Safari, Firefox).
- **Data Security**: Comply with CJIS and other relevant security standards, ensuring encryption for both storage and transmission of data.
- **Data Migration**: Migrate all historical case management data from the county's existing JANO system to the new CMS.
- **System Scalability**: Ability to support additional users and increased data load over time.
- **Disaster Recovery**: Provide backup and disaster recovery options to ensure system availability and data integrity.

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4. Reporting Requirements

The CMS must have robust reporting capabilities to ensure that both the Prosecutor's Office and Public Defender's Office can efficiently analyze case data and monitor operational performance. The system should allow users to generate reports quickly and accurately, tailored to various aspects of case management. Specific requirements include:

4.1 Pre-defined Reports

The system must include a library of pre-defined reports, including but not limited to:

- **Caseload Reports**: By attorney, department, or case type.
- **Case Outcome Reports**: Dispositions, convictions, dismissals, and plea deals.
- **Victim and Witness Tracking**: Reports on victim impact statements, restitution, and witness coordination.
- **Court Scheduling**: Reports summarizing upcoming court dates, appearances, and deadlines.
- **Task and Workflow Reports**: Monitoring of task completion, overdue tasks, and overall workflow efficiency.

4.2 Customizable Reporting

The CMS must allow users to generate customizable reports based on:

- **Case Type**: Ability to filter by criminal, civil, or other case categories.
- **Date Ranges**: Track cases, outcomes, and activities within specific date periods.
- **Individual Performance Metrics**: Reports tracking attorney workloads, success rates, and case duration.
- **Financial Reports**: Integration with restitution payments, fines, and budget reports, where applicable.
- **Grant Reporting**: Generate specific reports for grant management, such as those required for Victims of Crime Act (VOCA) reporting.

4.3 Export and Sharing Options

Reports should be easily exportable to common formats, including:

- **PDF**
- **Excel**
- **CSV**

Additionally, the system must support the ability to share reports with authorized personnel or departments through secure channels.

4.4 Real-time Dashboard

The CMS should offer a customizable dashboard with real-time metrics on:

- Active cases
- Case progress and key performance indicators (KPIs)
- Pending deadlines and court dates
- Attorney performance and caseload distribution

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5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Technical Solution** (30%): The functionality, user interface, integration capabilities, and security features of the proposed solution.

- **Vendor Experience** (20%): Proven experience with public sector clients, particularly in prosecuting and defending attorneys' case management software.

- **Implementation Plan** (20%): Timeline, training plan, and support strategy for successful implementation.

- **Cost Proposal** (20%): Total cost of ownership, including initial costs and ongoing maintenance.

- **References** (10%): Feedback from existing clients on system performance and vendor support.

6. Terms and Conditions

6.1 Contract Award

Champaign County reserves the right to reject any or all proposals and to waive any irregularities or informalities. This RFP does not obligate Champaign County to award a contract or pay any costs incurred in the preparation of proposals.

6.2 Confidentiality

All submitted proposals will become public records upon submission unless marked as confidential for specific proprietary information.

6.3 Questions and Addenda

Questions concerning this RFP must be submitted in writing to Bud Windelborn at

bud.windelborn@champaigncountyil.gov by December 13, 2024 at 1:00pm. It is the vendor's responsibility to check for updates or addenda.

By submitting a proposal, vendors acknowledge that they have read and understood the requirements set forth in this RFP and agree to abide by the terms and conditions.

Champaign County State's Attorney
Attn: Bud Windelborn
County Courthouse

101 East Main Street

Urbana, IL 61801