

**REQUEST FOR PROPOSAL (RFP)  
AMENDMENT 1**

**Statewide Judicial Court Case Management Solution**

The following answers are provided in response to questions submitted via the electronic question form, titled "Offeror Question Template." These answers are to be reviewed by all prospective offerors and taken into account when responding to the corresponding RFP section.

RFP Section	RFP Page	Question	Response
General		For email submission of the proposal response, may we submit the files packaged together in .ZIP format?	Yes; the Idaho Judiciary will accept compressed files in the .zip or .7z (7-zip) format.
3.2.1	10	For electronic submission of proposals, does the email address <a href="mailto:RFP@idcourts.net">RFP@idcourts.net</a> have a maximum threshold (in Megabytes or Gigabytes)? Often times completed responses can be fairly large and we want to make sure that the Judiciary's email system can handle delivery or if we need to electronically submit the completed response in separate portions.	The Idaho Judiciary can accept up to a total of 30MB per email. If the offeror needs to (or desires to) submit a file greater than 30MB in size, the offeror should send a request for this option to <a href="mailto:RFP@idcourts.net">RFP@idcourts.net</a> ; a link will be provided to the offeror to upload such files to the Idaho Judiciary.
4.2.10	13	Requirement 4.2.10 states "The offeror must include a statement recognizing that the offeror, if chosen as the RFP's apparent successful offeror, will provide a Letter of Credit, in the form of Appendix 6". We anticipate the form of the Letter of Credit will be subject to review and approval of the involved financial institution(s). Is that acceptable?	Yes; the Letter of Credit may be modified, if needed, to meet the approval of involved financial institution(s); however, the final version must be acceptable to the Idaho Judiciary.
5.5.1	15	Would it be acceptable to include a complete client list and only include contact information for those clients that are similar size or scope to the State of	Yes; however, if the Idaho Judiciary desires to contact other clients from the complete client list (of smaller or greater size), the offeror must be willing to provide the

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		Idaho?	requested contact information.
5.5.3 (Attachment 3)	16	Would the State of Idaho consider relaxing the rules associated with submission of the reference sheets so that they may be completed electronically? Specifically, the need for a signature and circling the rating response? This would allow references to be able to complete the reference process without associated printing and scanning.	Yes; the Idaho Judiciary will accept electronically submitted reference sheets; however, any reference sheets must be submitted directly from the reference client only.
10.2 (Attachment 5)	22	On requirement ID 5.022, page 72 of Attachment 5, can the Judiciary please elaborate on what "zero amount receipts" are?	The Idaho Judiciary creates cases from a civil filing fee code. Most of the fees outlined on the code table have a defined dollar amount associated with the code; however, some codes (e.g., child protection case filings) do not have an associated fee applied. Additionally, when fees are waived (e.g., indigency), the filing fee code is used to create the case (which in the current system creates a receipt of 0.00) but no fees are assessed or collected.
10.2 (Attachment 5)	22	On requirement ID 10.067, page 113 of Attachment 5, can the Judiciary please provide an example or additional context?	The Idaho Judiciary uses multiple standardized code values which trigger reporting data to other agencies (e.g., County codes, 2 digit numbers; City codes, 3 digit numbers). Additionally, some existing Register of Actions codes (e.g., SNFI, which writes the words Sentenced to Fine and Incarceration) are used to increase efficiency. The Idaho Judiciary may wish to continue the use of such codes in the new system.
12.2.10	26	Can the Judiciary provide the total number of current images/documents stores (and the estimated file counts per store) that is intended to be converted for this project?	The total number of current images/documents stored is not fully known at this time. Nearly 30 of the 44 counties are currently utilizing some form of scanning and imaging program (ranging from LaserFiche to simple PDF file shares); however, the amount of scanning and imaging completed to date varies widely among counties. The largest county (Ada County), which accounts for nearly 40% of court processing, has 178,886 case files consisting of 7,496,263 images stored (using 487.77 GB of storage space).

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		<p>For every current image store, what formats are supported (TIFF, JPEG, PDF). And if TIFF format are the files stored as single page or multi-page?</p> <p>Is it the State's intent to continue to maintain individual county codes or is the Judiciary moving towards a common set of codes?</p> <p>Was there a common starting point for the original codes?</p> <p>Can the 44 counties customize each of their system installations (software behavior)? If yes, can the Judiciary provide an example of customization?</p> <p>Are the 44 counties on the same software version?</p>	<p>In addition to scanning and imaging of court records, several counties have included "mug shot" images with the relevant party records; these images are also desired to be converted to the new case management system.</p> <p>The common practice is to store the images as a TIFF format; however, some files have been scanned as PDF. The documents scanned for appellate case processing are PDF format. TIFF format files are typically stored as multi-pages. Scanning policies are in development at this time to ensure consistency across all counties.</p> <p>The intent is to establish a standard set of state-level codes yet allow for the use of unique county and city codes for local ordinances, officers, agencies and accounting.</p> <p>Yes; a common set of codes was originally provided to 43 of the 44 counties. This common set of codes was later integrated into all 44 counties.</p> <p>All 44 counties use the same software and version. However, certain items are permitted to be configured for county specific requirements. For example, each county has individual city and county ordinances configured that are applicable only in that county. Additionally, counties have had the ability to create their own ROA codes (Register of Actions) used when docketing. They have also had the ability to add unique fees used for similar programs (e.g., some courts assess \$35.00 per month for probation supervision, while others may charge \$50.00 per month.)</p> <p>Yes.</p>

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Attachment 5, Section 1.029	4	Is the desire to search for one party and see the case history for that individual?	The Idaho Judiciary desires the ability to search for a single litigant's cases OR more than one litigant (e.g., John Smith and Mary Smith) to identify whether the multiple litigants have any cases that they are both involved in.
Attachment 5, Section(s) 1.033 1.034 1.035 1.036	5, 6	Do these questions pertain to a Judge Case Notes specifically or is it related to an ROA?	<p>Relating to specifications 1.033, 1.034, and 1.035 only: Case notes could be entered by any user for multiple purposes (e.g., reminders or messages shared between a clerk and a judge, instructional messages, contact information with the litigant, probation notes, etc.). Case notes would work similarly to the judges' case notes in the Judicial Workbench functionality.</p> <p>1.036 is separate and refers to comment fields within the case. Comment fields should be able to be defined by the user as secure or public.</p>
Attachment 5, Section 1.040	6	What would be configurable for linking "multiple cases" together? Would it be based on case type, statute/charge, ROA entry? Please provide an example.	The Idaho Judiciary wants to be able to set the parameters for which cases may be linked, consolidated or associated based on, for example, case type, statute, charge, party, judicial order, etc. One specific example would be when a judge's order is issued to consolidate two cases; in this example, the system would be configured to consolidate those cases under one case number.
Attachment 5, Section 1.045	7	Please provide an example of what data would be "copied" from one case to another.	<p>The following examples are representative of the ability to copy data from one case to another:</p> <ul style="list-style-type: none"> <li>- Court minutes: When two or more cases are heard in a single hearing, the system should allow for the minutes to be copied to all applicable cases (whether the same or different case types).</li> <li>- Probation notes: The system should allow the user to copy from one litigant's case to another's case for a common probation violation note.</li> <li>- Bifurcation: When a party or issue is bifurcated, the system should have the ability to copy/replicate the</li> </ul>

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			appropriate parts of the case data into the new case.
Attachment 5, Section 1.090	15	Is the desire to have the attorney marked inactive in the table setup after the case has been closed for a specific period of time and the attorney has no other active cases in the court? What does the court want to accomplish with this functionality?	The inactivation would be applied to an attorney on a given case; however, the system should not inactivate the attorney on the attorney table or other cases. As an example, a public defender would be inactivated after the defined appeal time period has run for a criminal case.
Attachment 5, Section 1.121	21	What is meant by the system should provide the ability to automatically seal/restrict certain party/role types based on user definitions? Does it mean the ability to automatically "seal" a party on a case based on the case role?	Yes; the Idaho Judiciary seeks the ability to automatically seal or restrict based on a case role (e.g., victims may always be sealed).
Attachment 5, Section(s) 1.129 1.130 1.131	22	Can you elaborate on the business use case driving the archiving and restoring requirements identified and how the court envisions it working in conjunction with the purging of cases?	These items do not refer to purged records. The specifications reference the ability to archive to a different database, if necessary.
Attachment 5, Section 1.149	26	Is the "uniqueness" of the citation number a combination of the Citation number, LEA and Issue date? What is expected when the citation entered is not unique?	Yes; the uniqueness of the citation number is a combination of the citation number, LEA and issue date.  When the citation number entered is not unique, an error report or an option window should be displayed to allow the user to either include that charge or reject it.
Attachment 5, Section 5.020	71	Please provide an example/use of receipting and disposing a case prior to the entry of sentencing information.	An example would be that the system should allow the clerk to receipt payment at the counter prior to judgment information having been entered. Receipt of payment should trigger the plea, judgment and case status to the default settings for the correct fields. Default settings could be configured through the statute table.
Attachment 5, Section(s) 5.085 5.086	81	Please define what a "financial code" is.	The financial code associates costs, fines, fees and civil fees to the appropriate type of offense or action (e.g., case filing) and indicates how monies are disbursed.
Attachment 5, Section 9.003	97	Please define what is meant by "system code tables".	System code tables are any table driven setups which are configured for the system to use (e.g., statute tables,

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			financial tables, attorney tables, findings, pleas, ROA, etc.)
Attachment 5, Section 11.009	115	What does “automatically enroll parties based on case types; give parties ability to sign up for all cases of a particular type” mean? Does this mean having the ability to notify parties electronically when action is taken on a case?	This means that the system should allow parties to be enrolled and receive notifications for specific case types. For example, a party can ask to be added to receive notification of actions in all active death penalty cases. Once enrolled on the case, the party would receive electronic notification of all events or actions.
Attachment 5, Section 19.008	172	Is this referring to the party or the attorney?	Both.
Attachment 5, Section 19.029	175	Does this refer to set-up tables only, or is the implication to allow changing case or party data on windows without corrupting existing data?	It refers to setup tables.
Attachment 5, Section(s) 19.065 19.066	181	Are we to assume that the tracking of complaints is to be associated with specific attorneys and not with cases?	Yes; the Idaho Judiciary is referring to tracking complaints against attorneys.
Attachment 5, Section 19.071	182	What “page number” is being referenced in this instance?	Page number is referencing the police report page number or evidence intake page number
Attachment 5, Section 19.087	184	Will you consider a Windows based client/server application?	A web-based architecture is highly preferred; however, other applications may be considered as long as it fully integrates with the court case management system. Any future changes in architecture from a Windows-based client/server application to a web-based architecture must be offered at no cost to the Idaho Judiciary or customers (e.g., prosecutors, public defenders) who leverage this value add option.
Attachment 5, Section 19.111	188	Please define or clarify what is meant by “category” and “Asset Number”.	Category refers to the type of asset that is being forfeited such as cash, property, vehicle, etc. Asset number is the asset forfeiture number the police evidence or handling prosecutor assign to the case file since tracking asset forfeiture is different and separate from the criminal case and usually has its own case numbers.