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# STATE OF IDAHO

## Idaho Supreme Court

Administrative Office of the Court

ATTACHMENT 5

FUNCTIONAL SPECIFICATION WORKSHEET

Statewide Judicial Court Case Management Solution

May 6, 2013

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Instructions: Please provide responses based on the instructions on pp. 22-23 of the main RFP document. Use the "Offeror Explanation" field to explain "how" your solution supports the described functionality.** | | | | |
|  |  | | | |
|  | **Offeror Response: Please place an "X" in the column that best describes your response** | | |
|  | **S = Supported currently (fully or configurable) in proposed response** | | |
|  | **U =Upgrade supported in future scheduled release. Provide a scheduled release date in the explanation column.** | | |
|  | **3 = 3rd Party supported** | | |
|  | **C = Customization Required** | | |
|  | **N = Not proposed** | | |

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| **Rqmt ID** | **Comments** | **FUNCTION:** CASE PROCESSING | **Offeror Response** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION:** General Processing |  |  |  |  |  |  |
| 1.001 | \* | The case management system should be intuitive and easily navigated. |  |  |  |  |  | Click here to enter text. |
| 1.002 | \* | The system should have maximized efficiencies so to lessen the amount of keystrokes needed for completing an action or event. |  |  |  |  |  | Click here to enter text. |
| 1.003 | \* | The system should include all case processing data elements required for tracking and reporting in accordance with the CourTools Performance Measures developed by the National Center for State Courts. |  |  |  |  |  | Click here to enter text. |
| 1.004 |  | The system should be able to automate workflow processes for all case types. |  |  |  |  |  | Click here to enter text. |
| 1.005 |  | The system should be party centric. |  |  |  |  |  | Click here to enter text. |
| 1.006 |  | The system should have the ability to allow the user access to single or multiple county data information in a multiple court structure. |  |  |  |  |  | Click here to enter text. |
| 1.007 | \* | The system should support role-based permissions (e.g., configurable security setup table with definable permission based roles). |  |  |  |  |  | Click here to enter text. |
| 1.008 |  | The system should have the ability to assign configurable, formatted case numbers automatically, within categories (e.g., criminal, traffic, domestic, electronically filed citations and cases and charges, etc.) as cases are entered. |  |  |  |  |  | Click here to enter text. |
| 1.009 |  | The system should allow case number formats to be administratively defined with the ability to include or exclude: county code, case category or type code, case sub category code, filing year, and a sequential number that is a minimum of up to 10 characters. |  |  |  |  |  | Click here to enter text. |
| 1.010 |  | The system should allow for the sequential number to be reset by administrators. |  |  |  |  |  | Click here to enter text. |
| 1.011 |  | The system should allow for the manual assignment or entry of specific case numbers within a category of case (for the entry of old cases). |  |  |  |  |  | Click here to enter text. |
| 1.012 |  | The system should allow case numbers automatically assigned to be re-used (in the event of a voided citation, duplicate case creation, filed in the wrong county, etc.) once all existing case data has been removed to allow the reissuance of the number. |  |  |  |  |  | Click here to enter text. |
| 1.013 |  | The system should have the ability to generate the appropriate case caption and case title based upon the case type, the parties involved, and configurable business rules. |  |  |  |  |  | Click here to enter text. |
| 1.014 |  | The system should allow for the entry of multiple alternate agency case numbers and the originating source (e.g., county, city, agency or previous case numbers as assigned in a different CMS). |  |  |  |  |  | Click here to enter text. |
| 1.015 |  | The system should provide the option to automatically assign a case type/subtype based on the charges or fee codes entered, based on configurable charge or fee code table definitions. |  |  |  |  |  | Click here to enter text. |
| 1.016 |  | The system should provide for the ability to manually enter a case type/subtype. |  |  |  |  |  | Click here to enter text. |
| 1.017 |  | The system should allow users to change the case type without deleting or re-entering the case. A docket entry should record the original and new case types, date of change, reason for change, and user. The system should also allow for the change of jurisdiction (e.g. District to Magistrate and make a record of the reason for the change, including clerk error). |  |  |  |  |  | Click here to enter text. |
| 1.018 |  | The system should allow for automatic assignment of case statuses based on a configurable rules engine. |  |  |  |  |  | Click here to enter text. |
| 1.019 |  | The system should have the ability to establish a case or multiple cases when receipting filing fees via a single screen or in a single transaction. |  |  |  |  |  | Click here to enter text. |
| 1.020 |  | The system should provide the ability to initiate a case with or without receipting a payment (e.g. a filing fee or jury demand). |  |  |  |  |  | Click here to enter text. |
| 1.021 |  | The system should record and maintain case status and a status history, and should also allow the ability to revert to prior status when a case status has been changed in error (e.g. a clerk dockets & closes on a wrong case). |  |  |  |  |  | Click here to enter text. |
| 1.022 |  | The system should display the case number and case status on every case-related screen. |  |  |  |  |  | Click here to enter text. |
| 1.023 |  | The system should provide for viewable and printable case status history records, and should contain: 1) Status; 2) Date; 3) User; 4) An indication of whether the status was updated manually, or triggered automatically from some process. |  |  |  |  |  | Click here to enter text. |
| 1.024 |  | The system should provide the ability to associate unlimited numbers of parties and participants to cases in various roles. |  |  |  |  |  | Click here to enter text. |
| 1.025 |  | The system should allow for an unlimited number of counts/charges or causes on a case, and include the degree of the charge. The case sub-type would be determined by configurable rules. |  |  |  |  |  | Click here to enter text. |
| 1.026 |  | The system should have the ability to establish a skeletal criminal or juvenile corrections act case with minimal information, including: 1) Charge; 2) Filing date; 3) Defendant name; 4) Opening event; 5) Opening event date. |  |  |  |  |  | Click here to enter text. |
| 1.027 |  | The system should have the ability to establish a skeletal civil case or child welfare case with minimal information, including: 1) Filing type; 2) Filing date. |  |  |  |  |  | Click here to enter text. |
| 1.028 |  | The system should provide the ability to search for cases based on the following: 1) Case type/subtype; 2) Filing date range; 3) Assigned Judge; 4) Case status; 5) Citation numbers; 6) Charges/Issues; 7) Alternate case reference numbers (e.g., lower court case number); 8) Party name; 9) Party DOB; 10) Party SSN; 11) Officer; 12) Charging law enforcement agency; 13) Disposition; 14) Associated case participants; 15) DLN; 16) Address; 17) other unique identifiers as determined by AOC; 18) Various combinations of the above. |  |  |  |  |  | Click here to enter text. |
| 1.029 |  | The system should provide the ability to search for cases having one or more of the same parties. |  |  |  |  |  | Click here to enter text. |
| 1.030 | \* | The system should provide the ability for all case search results to be displayed and printed, with the option to print/not print personal information such as complete date of birth, year of birth only, complete social security number, partial social security number (defined as last 3 digits), driver’s license number and state, and address. |  |  |  |  |  | Click here to enter text. |
| 1.031 |  | The system should provide the ability to directly link to specific case detail from search results. |  |  |  |  |  | Click here to enter text. |
| 1.032 |  | The system should provide the ability to automatically seal/restrict certain case types/subtypes based on user definitions, and provide that data in an alert for cases or items in cases which are sealed. Users should also have the ability to manually seal/restrict individual cases. The system should also allow the ability to seal portions of a case such as an ROA or connected image. |  |  |  |  |  | Click here to enter text. |
| 1.033 |  | The system should provide the ability to enter/modify/delete security-protected notes to a case, including: 1) Date of the note; and 2) Unlimited free-form auto-line wrapping text. The user creating the record should have the ability to secure the note as private, or flag it for access by other users. The notes should not become part of the official case record. |  |  |  |  |  | Click here to enter text. |
| 1.034 |  | The system should provide the ability for a user to search and retrieve case notes based on their security level and the security attached to the notes. Search criteria should include: 1) Case number; 2) Date range; 3) Author; 4) Key word; 5) Various combinations of the above. Search results should display the first 2 or 3 lines of the note, with ability to display the entire record. |  |  |  |  |  | Click here to enter text. |
| 1.035 |  | The system should provide the ability to print case notes (all notes on a case, notes within a specified date range, notes for a particular category) |  |  |  |  |  | Click here to enter text. |
| 1.036 |  | The system should allow for private or publicly viewable comment fields that may be selected to display and print, even on reports (e.g. note: [ ] secure note; [ ] public note). |  |  |  |  |  | Click here to enter text. |
| 1.037 |  | The system should provide the ability to establish a relationship between two or more cases that are consolidated/joined (e.g., same defendant, same incident, etc.) or related in some other way (family members, same issues of law in appellate court). The user should be able to enter the reason for or type of relationship, and should be able to join specific pieces of a case such as restitution with a co-defendant. |  |  |  |  |  | Click here to enter text. |
| 1.038 |  | The system should provide the ability to 'join' cases (establish a relationship) at initiation with the option of assigning the same judge to all cases. |  |  |  |  |  | Click here to enter text. |
| 1.039 |  | When a case has one or more established relationships with other cases, the user should be alerted to the other cases and be provided with the other associated case number(s). |  |  |  |  |  | Click here to enter text. |
| 1.040 |  | The system should provide the configurable ability to consolidate, link or associate multiple cases. |  |  |  |  |  | Click here to enter text. |
| 1.041 |  | The system should provide the ability to 'un-consolidate' cases, treating them as separate cases for all future processing. |  |  |  |  |  | Click here to enter text. |
| 1.042 |  | The system should provide the ability to move or transfer existing case data into another existing case, a manually created case number, or into an entirely new case with a case number generated by the system (e.g., Misdemeanor to Juvenile Case or vice versa). |  |  |  |  |  | Click here to enter text. |
| 1.043 |  | The system should allow for the transfer of a case associated to a party incorrectly, to be moved to the correct party. |  |  |  |  |  | Click here to enter text. |
| 1.044 |  | The transfer of existing case data should include: 1) All party/participant data, including their associated attorney information; 2) All charge/issue data; 3) All activity data; 4) All scheduled calendar settings; 5) All financial data; 6) All tickler and alert data; 7) All related case number identifier information; 8) All case notes. |  |  |  |  |  | Click here to enter text. |
| 1.045 |  | The system should provide the ability to copy existing data from one case to another. |  |  |  |  |  | Click here to enter text. |
| 1.046 |  | The system should provide a configurable 'tickler' capability for tracking time-sensitive deadlines. The tickler should be able to identify events coming due, events overdue, or any time limits approaching their expiration, (e.g., time limits in criminal cases, items due to Judges in civil cases, etc.) and notify users and initiate proper functions as defined by local business rules. |  |  |  |  |  | Click here to enter text. |
| 1.047 |  | The system should be able to automatically generate and maintain configurable tickler records. In addition, the system should provide the ability for users to manually create/update/ delete/satisfy tickler records. |  |  |  |  |  | Click here to enter text. |
| 1.048 |  | When a case number is entered on a screen, the user should be alerted if it has an existing, active tickler. |  |  |  |  |  | Click here to enter text. |
| 1.049 |  | The system should provide the ability for a user to flag specific ticklers or alerts as urgent and notify the users when they access the case. |  |  |  |  |  | Click here to enter text. |
| 1.050 |  | The system should provide the ability to create ticklers that are specific to individual users or groups of users, (e.g., specific work tasks for a particular user). |  |  |  |  |  | Click here to enter text. |
| 1.051 |  | The system should be able to provide automatic notification of ticklers that are due on a specific date or within a configurable date range (e.g., daily, weekly, etc.). |  |  |  |  |  | Click here to enter text. |
| 1.052 | \* | The system should provide the ability to associate one or more flags/notifications/alerts automatically or manually to a case and/or a party. |  |  |  |  |  | Click here to enter text. |
| 1.053 | \* | The system should provide automatic flag/alert/notification resulting from configurable entries or events which also may be tied to findings or statutes. |  |  |  |  |  | Click here to enter text. |
| 1.054 |  | The system should ensure that flag/alert/notifications are visually reinforced so users are aware of them. |  |  |  |  |  | Click here to enter text. |
| 1.055 |  | The system should provide the ability to view on a single screen, multiple flags/alerts/notifications associated to a case or a person when they exist. |  |  |  |  |  | Click here to enter text. |
| 1.056 |  | The system should provide the ability to clear or close flags/alerts/notifications with one stroke on the keyboard or one click with the mouse. |  |  |  |  |  | Click here to enter text. |
| 1.057 |  | The system should provide the user with the ability to search for flags/alerts/notifications by the following: 1) Case number; 2) Person/Organization; 3) Type of flag/alert/notification; 4) Case type/subtype; 5) Date the alert was created. All search results should display and be printable. |  |  |  |  |  | Click here to enter text. |
| 1.058 |  | The system should have the capability to track the location and possession of physical case files or portions of a file. |  |  |  |  |  | Click here to enter text. |
| 1.059 |  | The system should have the ability to produce and read bar codes. |  |  |  |  |  | Click here to enter text. |
| 1.060 |  | The system should provide courts with the optional capability to utilize the bar code to default the case number into data entry screens when it is scanned. |  |  |  |  |  | Click here to enter text. |
| 1.061 |  | The system should have the ability to record receipt of exhibits and other property including: 1) Party/participant submitting the exhibit; 2) Exhibit or property description; 3) Exhibit property status; 4) Case number; 5) Property owner. In addition, the system should be able to generate numbers and tags for exhibits relating them to specific cases, and allow exhibits to be associated with the hearing they relate to, if any. |  |  |  |  |  | Click here to enter text. |
| 1.062 |  | Exhibits submitted electronically should be attached to the exhibit listing in the CMS, and should be forwardable to other case participants, or other cases. |  |  |  |  |  | Click here to enter text. |
| 1.063 |  | The system should be able to associate an exhibit to a single case or multiple cases, and to a single party or multiple parties. |  |  |  |  |  | Click here to enter text. |
| 1.064 |  | The system should be able to manage the movement and chain of custody of exhibits and evidence including the storage location of exhibits (e.g. case file, exhibit room, etc.) The system should allow a cross reference number which refers to the agency. |  |  |  |  |  | Click here to enter text. |
| 1.065 |  | The system should allow for exhibits to be marked as "No Release/Destruction" and should not be calculated in any reports for release/destruction (e.g., Death Penalty Cases). |  |  |  |  |  | Click here to enter text. |
| 1.066 |  | The system should have the ability to inform the owner that existing exhibits on closed cases are eligible for return, based on local rules (e.g., generate an Order for Release of Property configurable # of days after disposition of the case). |  |  |  |  |  | Click here to enter text. |
| 1.067 |  | The system should be able to generate and print lists of unclaimed exhibits/property, based on configurable rules, to assist in managing, release, or the destruction of these items. |  |  |  |  |  | Click here to enter text. |
| 1.068 |  | The system should maintain an audit trail of exhibits that have been reviewed, released and/or destroyed. |  |  |  |  |  | Click here to enter text. |
| 1.069 |  | The system should flag case files that have been microfilmed, or scanned under a pre-existing system. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Judicial Assignments for General Jurisdiction Courts** |  |  |  |  |  |  |
| 1.070 |  | The system should provide configurability in setting up rules for judge assignment (e.g., a single judge may have judicial assignments in multiple courts.) These calculations should be by inserting numbers by case type, or by inserting percentages for multiple judges~~, and~~ definable by case type. |  |  |  |  |  | Click here to enter text. |
| 1.071 |  | The system should provide automatic, random case assignment for judges based on configurable parameters, or manual assignment for appropriate judges on case creation or at a later date. |  |  |  |  |  | Click here to enter text. |
| 1.072 |  | The system should maintain a historical record of all judicial assignments, reasons for reassignment, an identity of user making the changes. |  |  |  |  |  | Click here to enter text. |
| 1.073 |  | The system should also provide for the manual, or automatic random, assignment and reassignment of judges and/or non-judicial court personnel to a case (e.g., dual jurisdiction due to appeal, Small Lawsuit Resolution Act, Special Masters, Senior Judges), without impacting the assignment of the Judge. The assignment or reassignment should be configurable. When made, judges and/or non-judicial court personnel assignments should appear on all screens displaying the primary judge assignment. |  |  |  |  |  | Click here to enter text. |
| 1.074 |  | The system should allow for the assignment and reassignment of those judges and/or non-judicial court personnel based on configurable parameters and maintain a history of those changes including dates and reasons for the changes. |  |  |  |  |  | Click here to enter text. |
| 1.075 |  | The system should allow users, with the appropriate security, to override automatic assignment and/or reassignment of judges, and manually assign a specific judge and/or non-judicial court personnel. This capability should be tied to a security profile. |  |  |  |  |  | Click here to enter text. |
| 1.076 | \* | The system should allow configurability upon case initiation: 1) Which judges get assigned to which types of cases; 2) The total number of cases available for case load balancing [e.g., when 12 of the same type of cases are filed, each judge should have his/her designated number of cases]; 3) How many cases each judge should get [a number and/or percentage]; 4) Date range for which the particular parameters are effective; and 5) Whether or not a judge may be reassigned to a case he/she previously had; 6) Allow a judge to be assigned but another is currently acting on the case (e.g., a new felony case is filed with a District Judge assigned but the Magistrate Judge will preside up through Preliminary Hearing or Waiver of such); 7) Prompt the clerk to assign a judge who has previously handled a case with the same party/defendant, based on rules. |  |  |  |  |  | Click here to enter text. |
| 1.077 | \* | The system should allow configuration changes to judge assignment numbers or percentages when needed to perform work or case number load balancing or offsets as determined by administrators. |  |  |  |  |  | Click here to enter text. |
| 1.078 | \* | The system should balance judge assignments among judges as configured (e.g., judge assignments for 3 judges must be equal after the filing of 9 homicide cases [e.g., 3, 3, 3], or assignments for 2 judges must be equal with a 3rd judge receiving 1/2 fewer cases after 10 homicide cases have been filed [e.g., 4, 4, 2]). |  |  |  |  |  | Click here to enter text. |
| 1.079 |  | The system should take into account initial assignments, reassignments, disqualifications, or consolidated cases as part of the process of balancing judicial assignments. |  |  |  |  |  | Click here to enter text. |
| 1.080 |  | The system should allow for more than one judge assigned to a case at the same time (appeal of partial judgment in an ongoing case). |  |  |  |  |  | Click here to enter text. |
| 1.081 |  | The system should allow for batch reassignment of a judge's entire caseload in a single step process based on case type and/or case status. |  |  |  |  |  | Click here to enter text. |
| 1.082 |  | The system should provide the ability for clerks to enter free-form word-wrapping descriptive text comments in addition to predefined drop down lists as appropriate for reassignment reasons. |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION:** CASE PROCESSING | **Offeror Response** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Person/Party Management** |  |  |  |  |  |  |
| 1.083 |  | The system should be able to capture and maintain the data necessary to the identification and/or communication with persons or businesses involved in cases and/or having business with the court. Those elements include: 1) Last name; 2) First name; 3) Middle name; 4) Suffix name; 5) Gender; 6) Height; 7) Weight; 8) Hair color; 9) Eye color; 10) Ethnicity; 11) Markings [tattoos, scars, etc.]; 12) Brady indicator; 13) Military affiliation; 14) Gang affiliation; 15) Alien; 16) Country of origin; 17) Interpreter required; 18) Language; 19) Addresses; 20) Telephone numbers and extensions; 21) Date of birth; 22) Place of birth; 23) Marital status; 24) Social security number; 25) Driver's license number; 26) Driver's license state; 27) State ID number; 28) FBI number; 29) Business name; 30) Date of death; 31) Email address; 32) Special needs [e.g., ADA requirements]; 33) Title or name prefix [e.g., Dr., Honorable, etc.]; 34) Race; 35) alias names; 36) Custody status -location; 37) other unique identifiers as determined by AOC. |  |  |  |  |  | Click here to enter text. |
| 1.084 |  | The system should maintain a history of previous names, addresses, e-mail addresses, phone numbers, gang affiliation, and business name. |  |  |  |  |  | Click here to enter text. |
| 1.085 |  | The system should be able to identify a person/business as an alias and relate it to another person or business. |  |  |  |  |  | Click here to enter text. |
| 1.086 | \* | The system should provide the ability to assign/identify different and/or multiple roles, to persons/businesses, within the system, and/or on individual cases. The system should identify the roles that attorneys provide in a case. |  |  |  |  |  | Click here to enter text. |
| 1.087 |  | The system should provide for automatic system role identification defaults, based on configurable roles (e.g., automatically default the role of attorney to an attorney, or judge to a judge) with the ability for users to change the default. |  |  |  |  |  | Click here to enter text. |
| 1.088 |  | The system should be able to associate an unlimited number of parties and/or participants (persons and/or businesses) with a case, but be configurable to allow certain case types to be limited in the number of defendants (Criminal/Juvenile). |  |  |  |  |  | Click here to enter text. |
| 1.089 |  | The system should allow users to associate individual attorneys or multiple attorneys to individual or multiple parties/participants on a case, including the following data: 1) Attorney code [e.g., State Bar Association number]; 2) Attorney type for the specific case; 3) Attorney status on the case; 4) Effective dates the attorney is associated to the party/case; 5) Court appointed; 6) Primary Attorney; 7) Legal Aid; and 8) Pro hac vice. |  |  |  |  |  | Click here to enter text. |
| 1.090 |  | Based on business rules, the system should provide the configurability to automatically inactivate attorneys when designated case types/subtypes have been closed for a specified length of time. |  |  |  |  |  | Click here to enter text. |
| 1.091 |  | When associating an attorney to a party/participant, the attorney's address should display to provide a quick way to determine if the system address matches the address on the entry of appearance. |  |  |  |  |  | Click here to enter text. |
| 1.092 |  | When associating other pre-defined participants (e.g., attorney/bondsmen) to a case, the participant's address should display to provide a quick way to determine if the system address matches the address of pleadings. This should include the ability to display expanded participant information. |  |  |  |  |  | Click here to enter text. |
| 1.093 |  | The system should provide the ability to edit/delete party/attorney associations, retaining a viewable history with names, statuses and effective dates. |  |  |  |  |  | Click here to enter text. |
| 1.094 |  | The system should provide the ability to manage bonding companies, their agents and underwriters, their bond balances and the number of active bonds (both cash and surety) held by the court. |  |  |  |  |  | Click here to enter text. |
| 1.095 |  | The system should track and report all transactions related to all bonds: posted, forfeited or exonerated. This should include the calculated number of days since the forfeiture notice was sent and a listing of disposed and outstanding bonds, grouped by individual bonding company, underwriter, case, or by all. |  |  |  |  |  | Click here to enter text. |
| 1.096 |  | The system should provide the ability to edit/inactivate/party/bondsmen associations, retaining a viewable history. |  |  |  |  |  | Click here to enter text. |
| 1.097 |  | The system should provide the ability to associate an attorney with multiple parties on a case, in a single transaction. |  |  |  |  |  | Click here to enter text. |
| 1.098 |  | The system should provide the ability to associate a case participant with multiple parties on a case, in a single transaction (e.g., a guardian for multiple children in an abuse case.) |  |  |  |  |  | Click here to enter text. |
| 1.099 |  | The system should be able to generate a viewable/printable list of cases associated with a specific case participant (e.g. attorney based on one or more of the following search criteria: 1) Attorney code; 2) Case status; 3) Case filing date range; 4) Cases assigned to a specific judge; 5) Attorney type; 6) Attorney status; 7) Attorney entry of appearance date; 8) Court appointed public defender; and 9) Conflict public defender. |  |  |  |  |  | Click here to enter text. |
| 1.100 |  | The system should allow configurable case actions to be automated when triggering case events take place (e.g., do not generate notices to minor children in domestic cases; automatically seal victim information, etc.). |  |  |  |  |  | Click here to enter text. |
| 1.101 |  | The system should provide the ability to create uniform initiating and interim case events for each case type, and have the ability to calculate time measurements between the events. (Please reference the [Interim Case Events](http://www.isc.idaho.gov/files/Interim_Case_Events.pdf) document for a list of case events.) |  |  |  |  |  | Click here to enter text. |
| 1.102 |  | The system should have the ability to associate persons to each other and to identify relationships, (e.g., parents & children, siblings, etc.), following security protocols consistent with Idaho Court Administrative Rule (ICAR) 32. |  |  |  |  |  | Click here to enter text. |
| 1.103 |  | The system should allow users with appropriate authority to merge and unmerge person/business identities and their associated linkages to cases if duplicate identities were generated for the same person/businesses. The unmerge function should return the cases to the original party master. Internal tracking of these events, date and user performing the action should be tracked and associated with the party masters involved. |  |  |  |  |  | Click here to enter text. |
| 1.104 |  | The system should provide for automated merging of multiple names as configured using a multiple point match (e.g., 3 of the following: name, DOB, SSN, DL). The system should be configurable to allow the insertion of criteria for requirements when automatically merging what appears to be duplicate party master name (e.g., retaining a populated field over a blank field or retaining the most recently updated address). |  |  |  |  |  | Click here to enter text. |
| 1.105 | \* | The system should provide the ability for users to insert documents, images, et al, as associated to a person/party master, which may not be associated with a specific case (e.g., wills, termination of parental rights, search warrants), and provide configurable security access to these documents, images, et al. |  |  |  |  |  | Click here to enter text. |
| 1.106 |  | The system should always provide matching logic when adding a new party to the system as a possible merge list of matched identifiers prior to allowing save of a new party entry. |  |  |  |  |  | Click here to enter text. |
| 1.107 |  | When exact matching criteria is not found but probabilistic matches are identified, the system should present merge options. |  |  |  |  |  | Click here to enter text. |
| 1.108 |  | The system should provide the ability to associate an unlimited number of counts/charges to a defendant. |  |  |  |  |  | Click here to enter text. |
| 1.109 |  | The system should provide the ability to associate an unlimited number of causes/issues with one or multiple parties on a case. |  |  |  |  |  | Click here to enter text. |
| 1.110 |  | The system should provide for the ability to enter multiple addresses for a person/business and indicate the nature of the address (e.g., home, employer, relative, etc.), and include field for party emails (and faxes). |  |  |  |  |  | Click here to enter text. |
| 1.111 |  | The system should provide a viewable history of a person's employment information. |  |  |  |  |  | Click here to enter text. |
| 1.112 |  | The system should provide the ability to edit all person/party information and track changes to all data with the date and user who made those changes. |  |  |  |  |  | Click here to enter text. |
| 1.113 |  | The system should provide the ability to edit all person/party information and track changes to all data with the date and user who made those changes. |  |  |  |  |  | Click here to enter text. |
| 1.114 |  | The system should provide the ability to store one or more address as a street address or mailing/correspondence addresses for a party/participant, and should allow the clerk to identify and inactivate addresses that are no longer valid, and or replace with a new address. The system should also maintain a history log of all address changes, the dates changes were made, and the user performing the action. |  |  |  |  |  | Click here to enter text. |
| 1.115 |  | The system should provide the ability to seal/restrict as well as unseal/un-restrict party information, or parts of party information, from display to public or users who do not have authority to view that data pursuant to ICAR 32 and other applicable court rules/statutes. |  |  |  |  |  | Click here to enter text. |
| 1.116 |  | All victim information should be protected from public view per ICAR 32. |  |  |  |  |  | Click here to enter text. |
| 1.117 | \* | The system should allow the insertion of victims in association with appropriate case types, and associated information related to specific case types. (e.g., civil case protection orders, criminal case no contact orders and victims who are eligible for restitution repayment). Dates of duration of the no contact order should be included. Option for termination of no contact order should be configurable to associated actions (e.g., case close). Date calculations should be configurable to be entered by days/months/years and upon number entry, the system should calculate the "end date" which should auto-populate a field as necessary. |  |  |  |  |  | Click here to enter text. |
| 1.118 |  | The system should provide the ability to limit display of restricted party and address information to authorized and/or unauthorized users, including name indexes. |  |  |  |  |  | Click here to enter text. |
| 1.119 |  | The system should provide a mechanism for victim witness coordinators to be able to view case related data and victim contact information for victims assigned to them. Configuration should be provided to allow all victims coordinators for a county to see all victims in that county, or only the victims to whom they are assigned. |  |  |  |  |  | Click here to enter text. |
| 1.120 |  | The system should alert all users when any restricted or sealed information exists on a case. |  |  |  |  |  | Click here to enter text. |
| 1.121 |  | The system should provide the ability to automatically seal/restrict certain party/role types based on user definitions. |  |  |  |  |  | Click here to enter text. |
| 1.122 |  | The system should provide the ability to perform numerous configurable searches and return configurable results. |  |  |  |  |  | Click here to enter text. |
| 1.123 |  | The system should provide the ability for all person/business search results to be displayed and printed. |  |  |  |  |  | Click here to enter text. |
| 1.124 |  | The system should provide the ability to enter search criteria for a person/business, and from listed data provided, "drill down" to specific person/business detail and their associated cases from search results. |  |  |  |  |  | Click here to enter text. |
| 1.125 |  | The system should display interpreter data (name/language) on case/person screens, calendars, and reports. |  |  |  |  |  | Click here to enter text. |
| 1.126 |  | The system should have the ability to perform batch hearing reassignments. |  |  |  |  |  | Click here to enter text. |
| 1.127 | \* | The system should provide for 'wild card' searches on persons/businesses. |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION:** CASE PROCESSING | **Offeror Response** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Retention/Archive Functions** |  |  |  |  |  |  |
| 1.128 |  | The system should allow for configurable business rules to identify case age, and cases that have met their retention schedule, including but not limited to verification of: 1) Sentence/judgment condition compliance; 2) Financial compliance [no balances due, no undisbursed money, etc.]; 3) Warrant compliance [no outstanding warrants]; 4) Length of time since closing; and 5) Length of time without activity. |  |  |  |  |  | Click here to enter text. |
| 1.129 | \* | The system should have the ability to archive complete case records to another database, including all charge or issue records, activity records, financial and party records. The ability to archive records should be limited to users with the appropriate security. |  |  |  |  |  | Click here to enter text. |
| 1.130 |  | The archive function should create a searchable, retrievable and printable index of party/participant records and/or case records with search results including: 1) Archived case number, 2) Date the records were archived, 3) Current location of the records, 4) Personal identifiers for parties/case participants. |  |  |  |  |  | Click here to enter text. |
| 1.131 |  | The system should provide a utility to retrieve archived cases from their archived location and return them to the production database. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Disposition** |  |  |  |  |  |  |
| 1.132 |  | The system should be able to electronically transmit dispositional data to other entities. |  |  |  |  |  | Click here to enter text. |
| 1.133 |  | The system should provide the ability to duplicate disposition data (e.g., plea and finding information) to all or selected charges/issues. |  |  |  |  |  | Click here to enter text. |
| 1.134 |  | The system should provide the ability to record a case disposition and case disposition date, separate and distinct from the disposition data on individual charges/issues. |  |  |  |  |  | Click here to enter text. |
| 1.135 |  | The system should record a history of case/charge/issue dispositions, capturing all modifications, the date they were made and the user who made them. |  |  |  |  |  | Click here to enter text. |
| 1.136 |  | The system should provide for configurable case closing routines to be triggered automatically by the entry of defined events/activities. |  |  |  |  |  | Click here to enter text. |
| 1.137 |  | The system should provide batch and individual configurable case closing automation, and keep record of same in the case status history. |  |  |  |  |  | Click here to enter text. |
| 1.138 |  | The system should allow maximum configurability to track multiple manners of disposition for each major case type as well as findings or results associated with each disposition. |  |  |  |  |  | Click here to enter text. |
| 1.139 |  | The system case closing routine should provide functionality for batch closings and provide users with the option to print out the list of discrepancies that prevent the case from being closed configurable by reason of failure to close (e.g., community service compliance still pending). |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION:** CASE PROCESSING | **Offeror Response** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Citations** |  |  |  |  |  |  |
| 1.140 |  | The system should be able to automatically docket an opening event(s) at case initiation, based upon configurable rules. |  |  |  |  |  | Click here to enter text. |
| 1.141 |  | The system should allow for the creation of a new case, based upon the entry of citation data. The process should: 1) Generate a new case number; 2) Generate the case type/subtype; 3) Assign a judge; 4) Create the defendant party and address records; and 5) Create the charge records for each citation associated to the defendant/case. |  |  |  |  |  | Click here to enter text. |
| 1.142 |  | The system must allow for the customization of the citation/charge input screen including identification of mandatory fields, so that fields follow in the same order as the Idaho Uniform Traffic Citation, including, but not limited to: 1) County code; 2) Agency code or name; 3) Citation number; 4) Last name; 5) First name; 6) Middle name; 7) Suffix; 8) Address [street, city, state, zip code], mailing and street; 9) Phone number; 10) Work phone number; 11) Company name; 12) Driver's license number; 13) Driver's license state; 14) Date of birth; 15) SSN; 16) Height; 17) Weight; 18) Hair and eye color; 19) License plate number; 20) License plate state; 21) Vehicle year; 22) Vehicle type; 23) Vehicle make; 24) Vehicle model; 25) Vehicle class; 26) Police reference number; 27) Flag indicating commercial motor vehicle; 28) License type; 29) Hazmat flag; 30) 16+ passenger flag; 31) DOT number; 32) Location 1; 33) Location 2; 34) Operator of vehicle Y/N box "Is the cited person the operator of the vehicle"; 35) Traffic indicator; 36) Weather indicator; 37) Road conditions; 38) Light indicator; 39) Accident indicator; 40) Charge/statute number; 41) Violation date; 42) Violation time; 43) Officer Name (last and first); 44) Law enforcement district; 45) Location; 46) Essential facts; 47) Mile post; 48) Tribal land indicator; 49) Filing date; 50) Citation defendant signature indicator (Y/N); 51) Appearance date; 52) Opening Event; 53) Service on the defendant by the officer affidavit (Y/N); 54) Posted speed; 55) Cited speed; 56) pounds overweight. |  |  |  |  |  | Click here to enter text. |
| 1.143 |  | The system should allow for easy input or import of multiple citations for the same individual/ same case. |  |  |  |  |  | Click here to enter text. |
| 1.144 |  | The system should have matching logic to select an existing party master when applicable (configuration rules previously mentioned), matching alpha characters regardless of upper or lower case, and ignoring extra characters (e.g., hyphens, commas, etc.), and should maintain the charge order per configuration. |  |  |  |  |  | Click here to enter text. |
| 1.145 |  | The system should have logic which matches officers to the appropriate agencies on import. |  |  |  |  |  | Click here to enter text. |
| 1.146 |  | The system should provide a listing of all imported citations and their corresponding assigned case numbers. |  |  |  |  |  | Click here to enter text. |
| 1.147 |  | The system should allow for the customization of the input screen for more than one type of citation and should allow non-citation complaints to be added to a case. |  |  |  |  |  | Click here to enter text. |
| 1.148 |  | The system should associate a citation number with a charge and a defendant, and should be searchable. |  |  |  |  |  | Click here to enter text. |
| 1.149 |  | The system should require that citation numbers be unique by agency and issue date. |  |  |  |  |  | Click here to enter text. |
| 1.150 |  | The system should provide the ability for users with appropriate security to be able to edit/delete citation records, including the citation number. |  |  |  |  |  | Click here to enter text. |
| 1.151 |  | The system should be able to accept (import) citation data electronically from law enforcement, and print out a hard copy or electronically store an imaged copy. |  |  |  |  |  | Click here to enter text. |
| 1.152 |  | The system should provide the ability to create an electronic abstract file for the transmission of data. |  |  |  |  |  | Click here to enter text. |
| 1.153 |  | Based on configurable rules, the system should automatically schedule a court appearance when the electronic citation is accepted or accept the date issued on the citation by the officer. |  |  |  |  |  | Click here to enter text. |
| 1.154 |  | Based on configurable rules the system should automatically generate a summons or notice of hearing after scheduling a court date, produce documents for any party or attorney identified as not having an e-mail address in the system, and automatically send e-mail notices (with clerk confirmation) to parties and attorneys who have provided the court with an e-mail address. |  |  |  |  |  | Click here to enter text. |
| 1.155 |  | For any citation which fails to import, a report should automatically be generated which lists all citation data. |  |  |  |  |  | Click here to enter text. |
| 1.156 |  | For imported citation/charge information from other systems, the system should allow for data mapping and matching logic for fields requiring exact matching logic. |  |  |  |  |  | Click here to enter text. |
| 1.157 |  | The system should allow for cities that have contracted with law enforcement to be listed as the agency for receipt of any monies disbursing on conviction & payment but retain the officer for reporting purposes. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Criminal Case Processing** |  |  |  |  |  |  |
| 1.158 |  | The system should be able to automatically docket an opening event(s) at case initiation, based upon configurable rules. |  |  |  |  |  | Click here to enter text. |
| 1.159 |  | The system should have maximum configurability to track the filings of post-judgment motions and the results of those motions. |  |  |  |  |  | Click here to enter text. |
| 1.160 |  | The system should allow for an unlimited number of counts/charges to be associated with a defendant. |  |  |  |  |  | Click here to enter text. |
| 1.161 |  | The system should provide for the ability to associate a state tracking number with each count. |  |  |  |  |  | Click here to enter text. |
| 1.162 |  | The system should provide the ability to capture a blood alcohol level for a case defendant. |  |  |  |  |  | Click here to enter text. |
| 1.163 |  | The system should provide for the ability to add/update charges, and/or associate multiple charges with each count as charges are filed in the alternative, amended, reduced, etc., so as to provide a history of the charge as it evolves during the life of the case. |  |  |  |  |  | Click here to enter text. |
| 1.164 |  | The system should provide the ability to identify the adjudicated or 'final' charge for each count when multiple charges have been associated with a count. |  |  |  |  |  | Click here to enter text. |
| 1.165 |  | The system should provide for the ability to clone or duplicate counts. |  |  |  |  |  | Click here to enter text. |
| 1.166 |  | The system should provide the ability to delete multiple counts in a single transaction |  |  |  |  |  | Click here to enter text. |
| 1.167 |  | A record of deleted items should be maintained with the name of the clerk who performed the action and the reason for deletion. |  |  |  |  |  | Click here to enter text. |
| 1.168 |  | No charge should be deleted from the system after money has been assessed against that charge. |  |  |  |  |  | Click here to enter text. |
| 1.169 |  | The system should provide the ability to enter and record a defendant's plea on charges prior to or at the time of sentencing, and the plea should easily be copied to multiple other charges on the case. |  |  |  |  |  | Click here to enter text. |
| 1.170 |  | The system should be able to automatically calculate and track rule dates (e.g., time limits) in criminal cases, both adult and juvenile, based on configurable business rules. |  |  |  |  |  | Click here to enter text. |
| 1.171 |  | The system should be able to record the date of sentencing and the sentencing judge on each count. The case assigned judge should default with the ability for users to override. Reports should be generated based upon the derivative of these data elements. |  |  |  |  |  | Click here to enter text. |
| 1.172 |  | The system should default statutory financial penalty assessments in sentencing, when so defined in penalty assessment code tables, based on charge, charge date (e.g., offense date), and court type. The system should provide for pre-dispositional fees to be entered (e.g., Public Defender costs prior to trial). |  |  |  |  |  | Click here to enter text. |
| 1.173 |  | The system should provide the ability to enter sentencing on one charge per count, including: 1) Financial; 2) Jail/prison time; 3) Probation; 4) Parole; 5) Community service; 6) Restitution; and 7) Any combination of the above. The system should be able to capture beginning/ending and completion dates, but should not require them. |  |  |  |  |  | Click here to enter text. |
| 1.174 |  | The system should provide the ability to suspend/waive fines and fees at the count level and allow amounts to be adjusted including adjust all amounts to zero and reinstate adjusted amounts. |  |  |  |  |  | Click here to enter text. |
| 1.175 |  | The system should allow for the entry of jail/prison, probation and parole sentencing in years/months/days and should automatically calculate sentence time by type, converting days to months, months to years to provide a 'total' time assessed at the case level. Date calculations should be configurable to be entered by days/months/years and upon number entry, the system should calculate the "end date" which should auto-populate a field as necessary (with additional free text comment field). |  |  |  |  |  | Click here to enter text. |
| 1.176 |  | The system should allow for the entry of jail/prison time served (e.g., pre-sentence confinement), to be credited against the amount of time assessed, and accounted for in the 'total time' calculations. |  |  |  |  |  | Click here to enter text. |
| 1.177 |  | The system should allow for the entry of community service in hours. |  |  |  |  |  | Click here to enter text. |
| 1.178 |  | The system should provide the ability to indicate sentences as: 1) Life; 2) Death; 3) Concurrent; 4) Consecutive; 5) Fixed or Indeterminate Additional penalties as a result of an enhancement [e.g., 2 additional years for the use of a firearm in the commission of the crime]; and 6) Probation type [e.g., supervised, unsupervised]. Concurrent and consecutive sentences should be included in 'total time' calculations. |  |  |  |  |  | Click here to enter text. |
| 1.179 |  | The system should provide the ability to run sentences concurrently and consecutively by cases, and/or as by charge. |  |  |  |  |  | Click here to enter text. |
| 1.180 |  | The system should provide the ability to associate an agency and/or agency type |  |  |  |  |  | Click here to enter text. |
| 1.181 |  | The system should provide the ability to enter conditions of probation. Standard conditions should be user definable and should default as part of sentencing with the ability for a user to override/modify/delete/add. Standard conditions should be configurable by case type and/or judge. |  |  |  |  |  | Click here to enter text. |
| 1.182 |  | The system should provide the ability to relate specific events to specific counts/charges (e.g. the assessment of court costs to a charge). |  |  |  |  |  | Click here to enter text. |
| 1.183 |  | The system should be able to capture and track information regarding sentencing conditions, such as treatment programs, community service and unsupervised probation. |  |  |  |  |  | Click here to enter text. |
| 1.184 |  | The system should be able to restrict/seal information regarding specific types of treatment and treatment programs, in compliance with federal privacy laws. |  |  |  |  |  | Click here to enter text. |
| 1.185 |  | The system should provide the ability to indicate configurable enhancements on charges (e.g., firearm, pregnant woman, construction zone, etc.). |  |  |  |  |  | Click here to enter text. |
| 1.186 |  | The system should have the ability to track court orders for various types of services such as parenting evaluations, family court service screenings, parent education, supervised access, assessments and mediation. The system should also track the names of third-party vendors providing those services as well as reports and status of compliance filed by Family Court Services and third-party vendors. |  |  |  |  |  | Click here to enter text. |
| 1.187 |  | The system should have the capability to apply jail and/or community service to satisfy financial obligations in lieu of payment, based on configurable rules. |  |  |  |  |  | Click here to enter text. |
| 1.188 |  | The system should have the capability, based on configurable business rules, to automatically calculate financial credit for community service or jail time served, (e.g., a business rule that says 1 hour of community service is the equivalent of $5.15 paid against fines/fees, so the user would simply have to enter the number of hours completed to adjust the defendant's balance due). |  |  |  |  |  | Click here to enter text. |
| 1.189 |  | When a judge, other than the current case assigned judge, adjudicates a case or is assigned a proceeding or hearing, the system should automatically offer the judge reassignment function. |  |  |  |  |  | Click here to enter text. |
| 1.190 |  | The system should provide the ability to duplicate plea and sentencing data to all or selected charges. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Civil Case Processing** |  |  |  |  |  |  |
| 1.191 |  | The system should be able to capture multiple issues or claims for relief on a case and to associate one or multiple parties to those individual issues or claims for relief. Civil case processing should allow for the assignment of multiple judges/jurisdictions to accommodate appeal actions. Dispositional matters should be assigned to those rendered by the particular judge/action. |  |  |  |  |  | Click here to enter text. |
| 1.192 |  | The system should be able to capture multiple issues or claims for relief on a case and to associate one or multiple parties to those individual issues or claims for relief. |  |  |  |  |  | Click here to enter text. |
| 1.193 |  | The system should provide the ability to automatically docket an opening event at case initiation, based on configurable rules. |  |  |  |  |  | Click here to enter text. |
| 1.194 |  | The system should provide the ability to associate the type and amount of relief requested to the requesting party(s). |  |  |  |  |  | Click here to enter text. |
| 1.195 |  | The system should provide the ability to record civil judgment information, including, but not limited to: 1) Party(s) responsible for paying judgment; 2) Party(s) awarded judgment; 3) Type(s) of judgment; 4) Amount of judgment; Original and modified judgment dispositions types should be configurable, with the ability to associate case status based upon disposition type configured. The system should provide for the ability to record post judgment activity without changing original/modified judgments (e.g., Debtor Exam, Order to Show Cause). The system should track issued/returned writs and writ types. |  |  |  |  |  | Click here to enter text. |
| 1.196 |  | The system should also be able to transmit original/amended judgment data and/or court certified images to the appropriate agency(ies) (e.g., recorder, Health & Welfare, etc.) |  |  |  |  |  | Click here to enter text. |
| 1.197 |  | The system should provide the ability to capture protective order information, including: 1) Date of petition or filing event; 2) Expiration date; 3) Firearm prohibited flag; 3) Brady indicator; 4) Special conditions; 6) Party issued to; and 7) Party issued against. |  |  |  |  |  | Click here to enter text. |
| 1.198 |  | The system should have maximum configurability to track the filings of post-judgment motions and the results of those motions. |  |  |  |  |  | Click here to enter text. |
| 1.199 |  | The system should allow for multiple judgments in cases involving multiple parties and/or multiple issues or claims for relief. |  |  |  |  |  | Click here to enter text. |
| 1.200 |  | The system should be able to flag cases with interim activity for easy identification on case summary and detail screens and associate configurable parameters for certain inactivity actions (e.g., Mediation, Bankruptcy, Active Military) with reports derivative of those data elements. |  |  |  |  |  | Click here to enter text. |
| 1.201 |  | The system should assist with combining the production of the in-court minutes by cross-posting to relevant fields. This should include but not be limited to: creating the electronic version of the minute entry and attachment to the ROA, posting the hearing results, posting the plea and sentencing, fines and fees, where relevant. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Case Processing Reporting** |  |  |  |  |  |  |
| 1.202 |  | The system should provide for ad hoc reporting using business logic tools for case processing data and/or events. |  |  |  |  |  | Click here to enter text. |
| 1.203 |  | The system should allow all case processing reports to be saved or generated with multiple sort options, in selectable report formats, (e.g., CSV, XLSX, or other). |  |  |  |  |  | Click here to enter text. |
| 1.204 |  | The system should have the ability to generate reports for all ticklers, based on one or more of the following: 1) The tickler code; 2) Date ranges; 3) Events lacking their pre-defined associated follow-up events; 4) Tickler status; 5) Ticklers automatically completed; 5) Case number; 6) identity of person who entered the tickler; 7) tickler notification date; and 8) Tickler deadline dates. |  |  |  |  |  | Click here to enter text. |
| 1.205 |  | The system should provide a chronological, viewable record and printable report of judicial assignments, or "all" for a given case or judge, including: 1) Case number; 2) Date of action; 3) Judges and/or non-judicial court personnel; 4) An indication of the reason for recusals [e.g., initial judge, disqualification of that judge with reason, recusals, administrative order, etc., new judge assigned]; and 5) User ID. The chronological view should be based on the date of assignment, or the date of case creation. The system should also provide a similar chronological, viewable record of a case's judges and/or non-judicial court personnel assignments. The system should be able to provide this data for a date range, and be selectable by judge or for all judges and/or by jurisdiction. |  |  |  |  |  | Click here to enter text. |
| 1.206 |  | The system should be able to generate a report that displays, number and percentage of plaintiffs and defendants that were self-represented in misdemeanor, felony, juvenile, civil, and domestic relations cases as well as the number of cases in which one of both parties were self-represented. |  |  |  |  |  | Click here to enter text. |
| 1.207 |  | The system should provide viewing and/or printing of case information by grouping criteria, (e.g., criminal cases, civil cases, juvenile cases, all cases in filing date order, or charge (statute) type (e.g., user could run a report for filings by statute on all charges flagged as Domestic Violence with one click, rather than clicking on all pertinent statutes). |  |  |  |  |  | Click here to enter text. |
| 1.208 |  | The system should have the ability to generate/print a case retention report of the records that have met their schedule and become available for archiving. The system should allow the user to override specific cases and to mark specific cases to be excluded from future archiving. |  |  |  |  |  | Click here to enter text. |
| 1.209 |  | The system should provide for automated reporting and inactivity tracking and notification to parties on cases which have had no activity and a defined date range, followed by a configurable follow up period and automated case closure for inactivity. |  |  |  |  |  | Click here to enter text. |
| 2.210 |  | The system should provide an error report listing any citation or offense which fails to import with complete details regarding that offense and reason for failure, which should then be electronically transmitted to the appropriate work queue. |  |  |  |  |  | Click here to enter text. |
| 1.211 |  | The system should allow for automatic reporting of license suspensions, convictions, receipt and compliance notifications, fingerprint card numbers, to Idaho Transportation Department, Department of Corrections or Idaho State Police based on configurable rules and re-report above items when modifications occur. |  |  |  |  |  | Click here to enter text. |
| 1.212 |  | The system should be able to track and report on specific requirements for conservator and guardian cases, and provide for delinquency tracking for past due reports and deficiencies found within the reports. |  |  |  |  |  | Click here to enter text. |
| 1.213 |  | The system should provide reporting for cases/defendants that have common victims linked as joint and several. |  |  |  |  |  | Click here to enter text. |
| 1.214 |  | The system should provide the ability to produce reports/supporting documents either individually on demand, or in batch mode, including delinquency processing for missed hearings and appear by date, missed payments, and noncompliance with appropriate configurability to allow the AOC to specify parameters and multiple steps. |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION: CALENDAR** | **Offeror Response** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Scheduling** |  |  |  |  |  |  |
| 2.001 | \* | The system should provide the ability for users to define calendaring setups, based on local rules, including but not limited to 1) Ability to define date, time slots, and number of allowable settings for each scheduling block; 2) Ability to associate judges and/or non-judicial court personnel to the date and time slots; 3) Ability to associate individual courtrooms to the date and time slots; 4) Ability to associate individual judges and/or non-judicial court personnel with individual courtrooms; 5) Ability to select from a configured list of events for use in settings, and 6) Ability to define courtrooms as shared resources between judges. |  |  |  |  |  | Click here to enter text. |
| 2.002 |  | The system should provide users with the ability to view open/available time slots during the day for the session associated to an individual judicial officer, and should provide the ability to select a calendar event and have it auto-populate a hearing notice. |  |  |  |  |  | Click here to enter text. |
| 2.003 |  | The system should display the number of settings scheduled within each session. |  |  |  |  |  | Click here to enter text. |
| 2.004 |  | The system should provide users with the ability to enter the following data, when scheduling settings for cases, into configurable sessions: 1) Case number; 2) Date of setting; 3) Time; 4) Length of event; 5) Type of event; 6) Unlimited free form official notes; 7) Unlimited free form private notes; 8) Interpreter; 9) Language; 10) All parties or selected parties; 11) Custody status of defendant; 12) Associated case participants; 13) Attorneys and the ability to track Public Defenders, private and contract attorneys; and 14) Assigned Courtroom and all court appearances. |  |  |  |  |  | Click here to enter text. |
| 2.005 |  | The system should default the following data once the case number is entered during the scheduling transaction: 1) Case title; 2) Case status; 3) Case status date; 4) Case assigned judge; and 5) Interpreter Services Information, and should be configurable to include custody status and courtroom. |  |  |  |  |  | Click here to enter text. |
| 2.006 |  | The system should provide the ability to quickly and easily schedule multiple cases into the same time slot (e.g., trailing dockets, docket calls, next available calendar setup, etc.) on a single screen as one process. |  |  |  |  |  | Click here to enter text. |
| 2.007 |  | The system should provide for the ability to schedule all parties/case participants to attend settings or to select individual parties/case participants, in a single step. The default setting should be for all and allow a notation that attendance/ participation will be conducted remotely. |  |  |  |  |  | Click here to enter text. |
| 2.008 |  | The system should provide the ability to schedule/reschedule/ modify/delete multi-day trials and events in a single step. |  |  |  |  |  | Click here to enter text. |
| 2.009 |  | The system should identify all multi-day trials/events as being multi-day events in all retrieval/view/print functions (including functioning to provide for non-sequential trial days). |  |  |  |  |  | Click here to enter text. |
| 2.010 |  | The system should allow for scheduling non-case related activities (e.g., meetings and conferences) for judges or non-judicial court personnel into configurable sessions , including: 1) Date of the activity; 2) Time of the activity; 3) Type of activity; 4) Courtroom (if associated); 5) Free form private notes. |  |  |  |  |  | Click here to enter text. |
| 2.011 |  | The system should provide the ability to view/print case and non-case related settings together in one display or separately. Additionally, report configurations should allow for creating and sorting a calendar that can be used by other court personnel (e.g., Calendar Desk, Bailiffs) to add detail, delete detail, and user specific notes. |  |  |  |  |  | Click here to enter text. |
| 2.012 | \* | The system should provide the ability to search, view, export to other calendars, including Outlook, Google calendar, etc., and/or print case related settings based upon one or more of the following criteria: 1) Presiding judge or non-judicial court personnel; 2) Courtroom; 3) Date or date range; 4) Case parties; 5) Case party attorneys; 6) Prosecuting officers; 7) Type of event; 8) Associated case participants; 9) Keyword search on official or private notes. The display/printed report should contain the following elements: 1) Case number; 2) Case type/subtype; 3) Presiding judge or non-judicial court personnel; 4) Case status; 5) Date of event; 6) Time of event; 7) Length of event; 8) Type of event; 9) Courtroom; 10) Case parties; 11) Attorneys; 12) Prosecuting officers; 13) Free form official notes; 14) Free form private notes [optional by user authorization]; 15) Interpreter and language; 16) Available time slots in the session; 17) Primary charge or issue; and 18) Style or case caption. The system should provide the ability for the user to sort the display/printed output by each of the display data elements and allow for checkbox options on all fields so report can be compact for public view bulletin boards. The system should also allow for the option to block displayed name(s) for sealed cases. The calendar functions should have the capability to be run any judge and/or non-judicial court personnel by county, multiple counties or by state. |  |  |  |  |  | Click here to enter text. |
| 2.013 |  | The system should provide the ability from search results, to drill down from a scheduled case on the display to get case/party/party attorney/activity/charge/issue detail information. |  |  |  |  |  | Click here to enter text. |
| 2.014 |  | The system should provide the ability to display and/or print non-case related settings based upon one or more of the following search criteria: 1) Judge or non-judicial court personnel; 2) Date or date range; 3) Courtroom; 4) Type of activity; 5) By county or counties; 6) By district or multiple districts; and 7) By state. The display/printed report should contain the following elements: 1) Judicial officer; 2) Date of activity; 3) Time of activity; 4) Length of activity; 5) Courtroom; 6) Type of activity; and 7) Free form private notes. Additionally, when a case is heard out-of-county, the actual case number assigned should be distinguished. |  |  |  |  |  | Click here to enter text. |
| 2.015 |  | The system should provide the ability to modify/update existing settings, including these elements: 1) Moving one or multiple settings from one date to another; 2) Modifying the type of events; 3) Modifying the time of events; 4) Modifying the presiding judge or non-judicial court personnel; and 5) Modifying the courtroom. |  |  |  |  |  | Click here to enter text. |
| 2.016 | \* | The system should provide the ability to delete settings and keep a record of delete time, user and reason. Configurable security levels should determine which users have access to the delete function properties. |  |  |  |  |  | Click here to enter text. |
| 2.017 |  | The delete function should delete all records written as part of the scheduling transaction (e.g., when the wrong case number is scheduled, and scheduling creates a record on the register of actions, then deleting the setting must also delete the register record). |  |  |  |  |  | Click here to enter text. |
| 2.018 |  | The system should provide the ability to associate an outcome from a predefined configurable list of results with each setting, before, on, and/or after the date of the setting, retaining both ‘results’, and the 'result date' and transmitting that information to the register of actions. |  |  |  |  |  | Click here to enter text. |
| 2.019 | \* | The system should provide the ability to result cases both individually, consolidated cases, or in batch. |  |  |  |  |  | Click here to enter text. |
| 2.020 |  | The system should provide the capability to link specific 'results' to specific types of hearings. |  |  |  |  |  | Click here to enter text. |
| 2.021 | \* | The system should provide the capability to require results on user-defined types of settings. |  |  |  |  |  | Click here to enter text. |
| 2.022 | \* | The system should provide the ability for users to exclude or include resulted settings from search/print functions. |  |  |  |  |  | Click here to enter text. |
| 2.023 |  | The system should provide the user with the option to automatically generate configurable notices as part of the scheduling transaction. The generation of a notice should then automatically be recorded in the Register of Actions and electronically served on all parties where electronic notification data is included (e-mail address). If no e-mail address is given for any participant or attorney, the document should be printed for that party. A record/image of the hearing notice should be saved to the CMS. |  |  |  |  |  | Click here to enter text. |
| 2.024 |  | The system should provide the ability to distribute import and export calendars from other systems electronically. |  |  |  |  |  | Click here to enter text. |
| 2.025 |  | The system should provide the ability to track judge, clerk, interpreter, officer, attorney and court reporter attendance at hearings/trials. The system should have the functionality to substitute any court participants to allow for unforeseen circumstances. |  |  |  |  |  | Click here to enter text. |
| 2.026 | \* | The system should provide the ability to limit the number and length of continuances based on local rules. The system should allow for manual overrides, and still retain the number of times the case has been continued and which party requested the continuances (or court if appropriate). Additionally, continued hearings should be tracked to include pertinent information (e.g., reason, party requesting, number of previous continuances) and configurable reports based upon those derivatives. The system should also have configurable reports based upon those derivatives. |  |  |  |  |  | Click here to enter text. |
| 2.027 | \* | The system should track conformance to configurable time standards including modifications, overrides, and suspensions of time counting, under certain circumstances. The system should provide exception reporting when events do not conform to statutory or locally mandated standards. For example: A preliminary hearing should occur within 14 days of appearance at the magistrate level in a felony case. The system should report as exceptions all cases where a prelim was not held within the 14 day limit. |  |  |  |  |  | Click here to enter text. |
| 2.028 | \* | The system should alert users when they are attempting to schedule a case outside of the configured time standards. |  |  |  |  |  | Click here to enter text. |
| 2.029 | \* | The system should generate a docket entry on the register of activities for all scheduled settings, associating the free form official notes, created through the calendar, as docket text. |  |  |  |  |  | Click here to enter text. |
| 2.030 |  | The system should have the ability to enter special needs requested by individuals (e.g., court interpreters, ADA accommodations) and to print such needs on the printed calendars for court use only. |  |  |  |  |  | Click here to enter text. |
| 2.031 |  | The system should notify the user when scheduling an event participant with special needs as recorded in their party/participant records. The system should allow for electronic auto-notification to a configurable group(s) (e.g., office(s) designated to make the accommodations). |  |  |  |  |  | Click here to enter text. |
| 2.032 |  | The system should provide the ability to schedule related or consolidated cases as a group in a single transaction. |  |  |  |  |  | Click here to enter text. |
| 2.033 | \* | Upon certain actions/events the system should automatically schedule hearings, based upon locally defined rules, including but not limited to: 1) Case types; 2) Time standards; and 3) Judge availability. The system should provide the clerk with the ability to override the automatic setting. |  |  |  |  |  | Click here to enter text. |
| 2.034 | \* | The system should schedule the next logical activity when a condition, such as an event or activity, is recorded or when a condition is satisfied, as defined by local rules, (e.g., the entry of a temporary protective order should trigger the automatic scheduling of a hearing for the permanent order), within the specified time frame as configured by court rule or statute |  |  |  |  |  | Click here to enter text. |
| 2.035 | \* | The system should provide the ability to electronically display the day's calendar on a monitor outside each courtroom, with the ability for the public to search for their name and/or case number. |  |  |  |  |  | Click here to enter text. |
| 2.036 |  | The system should provide the capability to produce/display/print a report of all auto-generated settings made when the system automatically schedules a hearing as a consequence of some other action or inaction. |  |  |  |  |  | Click here to enter text. |
| 2.037 | \* | The system should provide the capability to interface with other justice agencies' calendars (e.g., Prosecuting Attorneys, Public Defenders, Law Enforcement agencies) |  |  |  |  |  | Click here to enter text. |
| 2.038 |  | When a party's attorney record is changed (e.g., when a party replaces an attorney with a new attorney; an attorney withdraws; or self-represented litigant hires an attorney), the system should automatically update all future scheduled settings to reflect the new attorney and send notices to the new attorney of any scheduled event. |  |  |  |  |  | Click here to enter text. |
| 2.039 | \* | The system should provide the capability to utilize the file tracking bar code to scan case numbers into the calendar to schedule the scanned cases, without having to manually type in the case numbers. |  |  |  |  |  | Click here to enter text. |
| 2.040 |  | The system should provide the capability for resource scheduling, including judges, officers, prosecuting attorneys, public defenders, interpreters and attorneys. |  |  |  |  |  | Click here to enter text. |
| 2.041 | \* | The system should have the capability to require or not to require that resource schedules be utilized in both automatic scheduling and manual scheduling. |  |  |  |  |  | Click here to enter text. |
| 2.042 |  | The system should provide the capability to electronically check in officers, attorneys, court personnel (e.g., interpreters), etc. for hearings; so that the court knows they are available for their scheduled hearings. |  |  |  |  |  | Click here to enter text. |
| 2.043 | \* | The system should provide the ability to customize, by court location and judge, the printed calendar, including data elements and format. |  |  |  |  |  | Click here to enter text. |
| 2.044 |  | The system should provide the ability to customize, by court location and judge, the printed calendar, including data elements and format. |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION: DOCKETING** | **Offeror Response** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 3.001 | \* | The system should have the ability to capture an unlimited number of events/case activities per day/per case, including, but not limited to: 1) Date of the event, 2) Event judge or non-judicial court personnel, 3) Type of event/activity, 4) User creating the record, 5) Event outcome/result, 6) Event outcome/result date, 7) Free form descriptive text about the event, 8) An unlimited number of party(s)/participant(s) associated to the event 9) Associate an image to an event/activity 10) Associate a bar code to an event/activity. The system should also have the ability to select from a list of unlimited events/activities, to be administratively defined, for each entry. |  |  |  |  |  | Click here to enter text. |
| 3.002 |  | The system should automatically update case/party status when configurable events are docketed. |  |  |  |  |  | Click here to enter text. |
| 3.003 |  | The system should not re-process background functions/processes associated with an event when an edit/modification is made to an existing record, (e.g., saving a modification to a docket entry should not automatically reprocess case or party status), or allow checkbox option for update (e.g., [ ] update case/party [ ] No update to case/party). |  |  |  |  |  | Click here to enter text. |
| 3.004 |  | The system should provide the option to automatically generate an alert/flag/notification to a party and/or case, when configurable events are docketed. |  |  |  |  |  | Click here to enter text. |
| 3.005 | \* | The system should provide the option to automatically generate a form/notice when configurable events are docketed. |  |  |  |  |  | Click here to enter text. |
| 3.006 |  | The system should provide the option to automatically create a calendar setting when configurable events are docketed. |  |  |  |  |  | Click here to enter text. |
| 3.007 | \* | The system should provide the option to automatically generate a tickler when configurable events are docketed. |  |  |  |  |  | Click here to enter text. |
| 3.008 | \* | The system should provide the option to automatically seal/restrict configurable events when they're docketed, or to manually seal/restrict an event when it's docketed. |  |  |  |  |  | Click here to enter text. |
| 3.009 |  | The system should provide users with the ability to associate configurable standardized descriptive text to events. Users should have the ability to edit/delete this text after it has been associated with the event record. |  |  |  |  |  | Click here to enter text. |
| 3.010 |  | The system should provide the ability to retrieve/view/print the record of events and event associated text. The system should provide users with the ability to limit the view of a case record based on the following: 1) All events/activities; 2) configurable types of events/activities [e.g., only warrant activity, or only calendar settings, etc.]; 3) Date range; 4) Events associated to selected party(s); 5) configurable 'major' events [e.g., selected events identified by business rules as being pivotal processing events and procedural benchmarks]; 6) Chronological or reverse chronological order; 7) 'Official' court record activities; and 8) 'Non-official' court record activities. |  |  |  |  |  | Click here to enter text. |
| 3.011 |  | From the display of the record of events/register of actions, the system should provide for straight-forward, simple navigation to view/print the following case specific records: 1) Calendar settings; 2) Case notes; 3) Related case information; 4) Warrant records; and 5) Bond records. |  |  |  |  |  | Click here to enter text. |
| 3.012 | \* | The system should automatically generate a docket record based on completion of other actions or functions, (e.g., the generation of a notice of trial should automatically create the docket entry identifying the notice generation), including but not limited to the following functions: 1) Notice generation; 2) Sentencing; and 3) Receipting. The initiating action/function and the docket record that is generated should be configurable. Documents electronically generated from the CMS should also automatically attach to the ROA on the case if configured to do so. |  |  |  |  |  | Click here to enter text. |
| 3.013 | \* | The system should allow for the automatic assessment of money due to the court based on configurable events. |  |  |  |  |  | Click here to enter text. |
| 3.014 |  | The system should accommodate docket entries from external applications and process all background functions associated with the docket event. (e.g., electronic filings or imports of citations) |  |  |  |  |  | Click here to enter text. |
| 3.015 |  | The system should provide the ability to relate docket events to previous docket events (e.g., relate a motion to the resulting order). |  |  |  |  |  | Click here to enter text. |
| 3.016 | \* | The system should provide for the ability to automatically associate a result to a previous docket entry based on configurable business rules and event/result associations (e.g., the docketing of an order to show cause for failure to appear should automatically result the scheduled hearing with a result indicating the hearing did not occur because the defendant did not appear). |  |  |  |  |  | Click here to enter text. |
| 3.017 | \* | The system should notify users when they delete an event having associated background processes, and identify what those associations are (e.g., deleting an event that changes case/party status should alert the user to address case/party status). |  |  |  |  |  | Click here to enter text. |
| 3.018 | \* | The system should provide users with the ability to search for specific events in the database event records. Searches should include the ability to limit or expand searches based on one or more of the following criteria: 1) Case types/subtypes; 2) Date ranges; 3) Case assigned Judge; 4) Event Judge; 5) A specific case number; 6) One clerk or multiple clerks; and, 7) Party names. |  |  |  |  |  | Click here to enter text. |
| 3.019 | \* | The system should distinguish between 'official court record' events/activities and 'clerk/administrator' events/activities based on configurable definitions of events/activities. The system should provide for the ability to view/print 'official court record' and 'clerk/administrator' dockets together as one document or independently. |  |  |  |  |  | Click here to enter text. |
| 3.020 | \* | The system should provide the ability to associate a single filing or event to multiple parties without creating multiple docket entries. |  |  |  |  |  | Click here to enter text. |
| 3.021 |  | The system should provide the capability to docket a single event into multiple cases in a single transaction. |  |  |  |  |  | Click here to enter text. |
| 3.022 | \* | The system should have the ability to print an image of a judge's or non-judicial court personnel's signature. |  |  |  |  |  | Click here to enter text. |
| 3.023 |  | The system should provide the ability to insert a pleading between other entries without having to delete and re-enter the other entries, i.e., the ability to order daily entries. |  |  |  |  |  | Click here to enter text. |
| 3.024 |  | The system should provide only one screen for the entry of financial and non-financial docket events/activities. |  |  |  |  |  | Click here to enter text. |
| 3.025 |  | Based on configurable business rules, the system should allow automatic association of an attorney to a party(s) based on the docketing of pre-identified events (i.e., an entry of appearance). |  |  |  |  |  | Click here to enter text. |
| 3.026 | \* | The system should be able to capture volume number on docket entries. |  |  |  |  |  | Click here to enter text. |
| 3.027 |  | The system should allow docket consolidation between cases where source case register of actions would be noted and supporting case register of actions would be noted (allow for more than 1 supporting case). |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Automatic Processing** |  |  |  |  |  |  |
| 3.028 | \* | The system should have the ability, based on configurable business rules, to automatically generate notices based on the occurrence or absence of pre-defined events. The system should provide the user with a list of cases with the option to approve or not approve individual cases. |  |  |  |  |  | Click here to enter text. |
| 3.029 | \* | The user should have the ability to drill down to case detail and the register of actions from the generated list. |  |  |  |  |  | Click here to enter text. |
| 3.030 | \* | The system should have the ability to close cases automatically, based on local rules for default judgments, and dismissals. The system should automatically notify users when cases have met the criteria for automatic closure, and should provide the ability to display/print a list of cases with override capability for users on individual cases. |  |  |  |  |  | Click here to enter text. |
| 3.031 |  | The system should automatically generate configurable documents as part of the process of automatically closing cases. |  |  |  |  |  | Click here to enter text. |
| 3.032 |  | The system should have the ability to invoke one or more functions based on a specific court action (rule-based). (Example: When event A happens, automated processes, scheduling or documents are triggered.) |  |  |  |  |  | Click here to enter text. |
| 3.033 | \* | The system should be able to identify completed tickler actions and initiate follow-up activities based on business rules (e.g. a tickler is created to track a defendant's deadline for registering for DUI school, and when that registration certificate is docketed the tickler is completed and a new tickler is created for a new deadline for the completion of DUI school). |  |  |  |  |  | Click here to enter text. |
| 3.034 | \* | The system should have the ability to automatically generate, and docket, configurable notices/documents based upon calendar setting results (e.g., a bench warrant or an Order to Show Cause should be automatically generated when the hearing is resulted to indicate the defendant did not appear). |  |  |  |  |  | Click here to enter text. |
| 3.035 | \* | The system should have the ability to automatically schedule future calendar settings based upon calendar setting results (e.g., an order to show cause hearing should be automatically scheduled when a hearing is resulted to indicate the defendant did not appear). |  |  |  |  |  | Click here to enter text. |
| 3.036 | \* | The system should have the ability to automatically create ticklers based upon configurable events or event results. |  |  |  |  |  | Click here to enter text. |
| 3.037 | \* | The system should provide triggers to automatically notify one court when configurable actions occur in another court. |  |  |  |  |  | Click here to enter text. |
| 3.038 |  | The system, based on configurable business rules, should be configurable to allow resulting future calendar settings when a plea is entered and accepted by the court. |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION: SUPERVISION** | **Offeror Response** | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 4.001 |  | The system should meet core functional requirements defined by National Center for State Courts and American Probation and Parole Association in the document, "Function Standards Development for Automated Case Management Systems for Probation." |  |  |  |  |  | Click here to enter text. |
| 4.002 |  | The system should be able to display a party master screen for each offender under supervision that shows all cases for that offender (selectable for by local or statewide) with summary information regarding supervision status (active, closed, violation (warrant but reporting), absconded (warrant and not reporting) assigned officer(s), level of supervision, financial obligations, and upcoming hearings/appointments. |  |  |  |  |  | Click here to enter text. |
| 4.003 |  | The system should have a case summary screen to include the following: case number, case title, case status, filing date, assigned judicial officers, party officers, charges, disposition information, calendar settings & results, docket entries, time requirements (rule dates), restitution, balances due, bond information, victim information, and warrant activities. |  |  |  |  |  | Click here to enter text. |
| 4.004 |  | The system should capture probation conditions (as defined under Case Processing - Criminal Case Processing), including but not limited to: 1) Condition; 2) Begin Date; 3) Completion Date; and 4) Agency/treatment program. The beginning date should default the sentencing date with the ability for users to edit the default. The completion date should default the date the probationary period ends and be a required field with the ability for users to edit the default. |  |  |  |  |  | Click here to enter text. |
| 4.005 |  | The system should provide a case planning function linked to offender assessment results. |  |  |  |  |  | Click here to enter text. |
| 4.006 |  | The system should show financial obligations for all cases together and each case individually. Financial obligations should be displayed within the supervision module, both as a summary on a party master screen and as detailed information, showing payment history, next payment due and provide the ability to view payment plan set by court. |  |  |  |  |  | Click here to enter text. |
| 4.007 |  | The system should be able to track and report on supervision activities, identifying: 1) A case and/or defendant's supervision status; 2) Supervision events completed; 3) Supervision events still due; and 4) Supervision events deadlines. |  |  |  |  |  | Click here to enter text. |
| 4.008 |  | The system should be able to identify, track and report on cases lacking compliance activities within their user-defined time frames. |  |  |  |  |  | Click here to enter text. |
| 4.009 |  | The system should allow entry of offense date, demographics of offender (name, DOB, SS#, alias, address, DL#, phone, employer, alleged victim(controlled access) immigration status, collateral contacts), arresting agency, time/place of offense, assigned judge and allow for super descriptors (e.g. vehicle, photo, tattoos, scars, etc.) |  |  |  |  |  | Click here to enter text. |
| 4.010 |  | The system should allow entry of custody status (e.g. in-custody, out-of-custody). |  |  |  |  |  | Click here to enter text. |
| 4.011 |  | The system should allow entry of release status (bonded ROR by PTS, ROR by judge, etc.). |  |  |  |  |  | Click here to enter text. |
| 4.012 |  | The system should provide for automatic error checking and soundex function (e.g., spell check, not allow a future date in a person's birth date field, duplicate entry of citation numbers, etc.). |  |  |  |  |  | Click here to enter text. |
| 4.013 |  | The system should provide Client Navigation Features covering at a minimum, the domains provided by assessment tool. The system should provide a case planning tab (populated by CMS data including assessment, other evaluations, etc.) to prompt addressing areas of risk/need to reduce recidivism. |  |  |  |  |  | Click here to enter text. |
| 4.014 |  | The system should provide for entry, maintenance and ability to update such as, address, phone, alias information. |  |  |  |  |  | Click here to enter text. |
| 4.015 |  | The system should provide the ability to print and produce forms and information for Spanish speakers. |  |  |  |  |  | Click here to enter text. |
| 4.016 |  | The system should allow entry of information gathered during intakes/assessment phase to provide Risk and Needs Assessment to be electronically calculated with the information gathered in the case management system, to include the ability to use multiple assessments/screening tools within the system. |  |  |  |  |  | Click here to enter text. |
| 4.017 |  | The system should allow offenders to be managed by supervision type and sub-type, allowing for case management requirements of specialized caseloads; supervision levels; problem solving courts; diversion; and courtesy supervisions or non-criminal case supervision. |  |  |  |  |  | Click here to enter text. |
| 4.018 |  | The system should allow entry of information gathered during pretrial interviews with ability to add probation information on the same system. |  |  |  |  |  | Click here to enter text. |
| 4.019 |  | The system should provide for unique statewide offender identifier configurable to reflect statewide identifiers used by other entities (e.g. Idaho Department of Corrections, Idaho Department of Juvenile Corrections, etc.) |  |  |  |  |  | Click here to enter text. |
| 4.020 |  | The system should provide notification of case information received. |  |  |  |  |  | Click here to enter text. |
| 4.021 |  | The system should provide case verification status and produce results (e.g. acceptance and non-acceptance, reason). |  |  |  |  |  | Click here to enter text. |
| 4.022 |  | The system should allow entry of reason for initiation (e.g. new case, previously closed case that has been reassigned or reinstated). |  |  |  |  |  | Click here to enter text. |
| 4.023 |  | The system should provide the ability to run reports or view notes on a party that covers multiple supervisions and can be selectable, based on user permissions, to view party supervision information for other counties or statewide. |  |  |  |  |  | Click here to enter text. |
| 4.024 |  | The system should generate acceptance or non-acceptance acknowledgement of appropriate parties (Judge's, PO's, etc.) to include notification for parties associated to cases (acceptance into PSC, etc.) |  |  |  |  |  | Click here to enter text. |
| 4.025 |  | The system should prompt user when case(s), defendant(s), offender(s) or victim(s) already exist that relate to the new case (alias names, offender or defendant has other cases). |  |  |  |  |  | Click here to enter text. |
| 4.026 |  | The system should link groups of related cases, defendant, offender (cases involving the same individual). |  |  |  |  |  | Click here to enter text. |
| 4.027 |  | The system should allow for chronological entry of notes by type, date, time and writer and the ability to report on notes using the same elements. |  |  |  |  |  | Click here to enter text. |
| 4.028 |  | The system should provide access to supervisors to document and maintain notes on employees that they are supervising with ability to create notifications for follow up (tickler system for administrators linked to calendar or due date). |  |  |  |  |  | Click here to enter text. |
| 4.029 |  | The system should provide the ability to maintain history of offenders or defendants (cases, residence, employment, education, substance abuse, UA's, etc.) that is viewable by single or multiple cases, selectable by county or statewide. |  |  |  |  |  | Click here to enter text. |
| 4.030 |  | The system should provide notification of initiated case with required completion dates. |  |  |  |  |  | Click here to enter text. |
| 4.031 |  | The system should provide the ability to automatically or manually assign and reassign cases to Probation Officer(s) using one or more of the following methods: randomly, by specialty caseload, by probation officer caseload size, or by rotation. |  |  |  |  |  | Click here to enter text. |
| 4.032 |  | The system should provide the capability for entry of probation/pre-trial recommendations and conditions. |  |  |  |  |  | Click here to enter text. |
| 4.033 |  | The system should provide the ability to record referrals for services and programs (treatment, ignition interlock, testing, case management, etc.) and track referral by provider. |  |  |  |  |  | Click here to enter text. |
| 4.034 |  | The system should provide the ability to correct, update, or change case information for probation officers and background information. |  |  |  |  |  | Click here to enter text. |
| 4.035 |  | The system should permit assignment of related cases, as designated by user to same probation officer and group together for (scheduled interviews, appointments, UA testing, treatment, etc.). |  |  |  |  |  | Click here to enter text. |
| 4.036 |  | The system should provide the ability to reassign individual or group of cases from one probation officer to another (retirement, new employment, relocates, illness, etc.) |  |  |  |  |  | Click here to enter text. |
| 4.037 |  | The system should provide the ability to maintain multiple dates per task as required by locally defined format and procedures (when assigned, due dates, completed dates, approved dates). |  |  |  |  |  | Click here to enter text. |
| 4.038 |  | The system should maintain a transaction history of all problem-solving and/or supervision data entry and edits. |  |  |  |  |  | Click here to enter text. |
| 4.039 |  | The system should provide the ability to have a defendant/offender check in through an automated system when they are reporting to probation division. |  |  |  |  |  | Click here to enter text. |
| 4.040 |  | The system should provide for statistical collection and report generation module. |  |  |  |  |  | Click here to enter text. |
| 4.041 |  | The system should provide a sanctions and incentives module with chronological entry of case notes and automatic email notice to supervisor and all associated parties to case. |  |  |  |  |  | Click here to enter text. |
| 4.042 |  | The system should allow users to create case notes for electronic documents generated by the case management system (e.g. hearing notices, appointment notices, warrants and other orders). |  |  |  |  |  | Click here to enter text. |
| 4.043 |  | The system should allow for automatic notification of changes in case and offender status (e.g. pre-adjudication, in custody, new charges, etc.). |  |  |  |  |  | Click here to enter text. |
| 4.044 |  | The system should provide the ability to create notification of activities or changes in case (e.g. notify probation officer of noteworthy activity in case). |  |  |  |  |  | Click here to enter text. |
| 4.045 |  | The system should allow problem-solving supervisor role override capability for specified case management functions within the problem-solving/supervision court module. |  |  |  |  |  | Click here to enter text. |
| 4.046 |  | The system should initiate a schedule of future tasks or individual or group events based on occurrence of prior tasks or events (e.g. probation appearance, UA test, BAC test, etc.). |  |  |  |  |  | Click here to enter text. |
| 4.047 |  | The system should provide for scheduling a maximum number of cases for specific event types. |  |  |  |  |  | Click here to enter text. |
| 4.048 |  | The system should provide for scheduling abilities by front desk (reception module) to probation officer and that appointment is scheduled to the officer directly. |  |  |  |  |  | Click here to enter text. |
| 4.049 |  | The system should produce schedules for individuals, events, tasks, dates and times upon user request, as well as the ability for supervisors to access these schedules. |  |  |  |  |  | Click here to enter text. |
| 4.050 |  | The system should provide the ability for reception to resolve scheduling conflicts. |  |  |  |  |  | Click here to enter text. |
| 4.051 |  | The system should generate random UA schedules for defendants and offenders. |  |  |  |  |  | Click here to enter text. |
| 4.052 |  | The system should provide the ability to access current supervision status for notification of relevant parties (e.g. probation officer, judicial agents). |  |  |  |  |  | Click here to enter text. |
| 4.053 |  | The system should provide tickler, alert and prompt capability for all scheduled events, appointments, overdue periods, expired, or events of which user should be aware based on locally defined needs. |  |  |  |  |  | Click here to enter text. |
| 4.054 |  | The system should allow supervisors at appropriate levels to turn alerts on and off. |  |  |  |  |  | Click here to enter text. |
| 4.055 |  | The system should provide the ability to configure provider information, including the ability to assign permissions to certain providers to update information and indicate services and group availability on shared calendar that updates when referrals have been made. |  |  |  |  |  | Click here to enter text. |
| 4.056 |  | The system should provide a victim contact module for sensitive information. |  |  |  |  |  | Click here to enter text. |
| 4.057 |  | The system should be able to access treatment information (protocol and other information pertaining to treatment must comply with HIPAA/42 cfr part 2). |  |  |  |  |  | Click here to enter text. |
| 4.058 |  | The system should provide the ability to track progress, compliance and completion of defendant in regard to the conditions that have been set by the court. |  |  |  |  |  | Click here to enter text. |
| 4.059 |  | The system should provide the ability to document and track work actions performed by staff. |  |  |  |  |  | Click here to enter text. |
| 4.060 |  | The system should produce summary or detailed reports upon request for supervisory purposes. |  |  |  |  |  | Click here to enter text. |
| 4.061 |  | The system should produce detail and summary reports providing activities for specific persons or data group. |  |  |  |  |  | Click here to enter text. |
| 4.062 |  | The system should produce information showing required court appearances, or other activities by probation officer (available to supervisors). |  |  |  |  |  | Click here to enter text. |
| 4.063 |  | The system should generate overall case closure reports. |  |  |  |  |  | Click here to enter text. |
| 4.064 |  | The system should generate reports on offender criminal activity (prior arrests and convictions, aliases, etc.). |  |  |  |  |  | Click here to enter text. |
| 4.065 |  | The system should produce reports on case notes by selected criteria (date, type, and author). |  |  |  |  |  | Click here to enter text. |
| 4.066 |  | The system should provide on-screen prompts, tutorials and help screens to assist users in the entry of correct information codes. |  |  |  |  |  | Click here to enter text. |
| 4.067 |  | The system should provide the Receptionist with the ability to notify Probation Officer of appointments, or offenders checking automatically. |  |  |  |  |  | Click here to enter text. |
| 4.068 |  | The system should identify cases to be archived in accordance with standards. |  |  |  |  |  | Click here to enter text. |
| 4.069 |  | The system should provide the ability to retrieve and restore archived data upon request. |  |  |  |  |  | Click here to enter text. |
| 4.070 |  | The system should provide the ability for the defendant to utilize an online self-reporting tool that targets defendants/offenders with specific needs and risks. This system should flag/notify the PO if questions are not answered specifically or correctly. |  |  |  |  |  | Click here to enter text. |
| 4.071 |  | The system should provide notification of initiated case with required completion dates. |  |  |  |  |  | Click here to enter text. |
| 4.072 |  | The system should allow case notes entry for electronic documents generated by the Case Management System (hearing notices, appointment notices, warrants, and other orders). |  |  |  |  |  | Click here to enter text. |
| 4.073 |  | The system should allow for automatic notification of changes in case and offender status (pre-adjudication, in custody, new charges etc.). |  |  |  |  |  | Click here to enter text. |
| 4.074 |  | The system should have the ability to create notification of activities or changes in case (notify probation officer of noteworthy activity in case). |  |  |  |  |  | Click here to enter text. |
| 4.075 |  | The system should provide the ability to receive immediate information from Courtrooms regarding defendants/offenders being order to supervision. |  |  |  |  |  | Click here to enter text. |
| 4.076 |  | The system should produce reports showing cases that will be or have been archived, stored, sealed or expunged. |  |  |  |  |  | Click here to enter text. |
| 4.077 |  | The system should record drug and alcohol tests scheduled, administered and outcomes. |  |  |  |  |  | Click here to enter text. |
| 4.078 |  | The system should allow electronic exchange of program, testing and treatment information with service providers. |  |  |  |  |  | Click here to enter text. |
| 4.079 |  | The system should provide appropriate security and secured access to include authorization and passwords for each user requiring access to any portion of the problem-solving/supervision module. |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION: SUPERVISION** | **Offeror Response** | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Supervision Reporting** |  |  |  |  |  |  |
| 4.080 |  | The system should allow for capture and reporting of data required to comply with most current edition of "Performance Based Standards for Adult Probation and Parole Field Services" published by the American Correctional Association for the following domains: Recidivism, Employment, Substance Abuse, Victim Restitution, Victim Protection, and Status of Discharge from Supervision. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Problem-Solving Courts** |  |  |  |  |  |  |
| 4.081 |  | The system should be able to capture and report the data elements identified in the document, “Minimum Data Requirements for Evaluation: Problem Solving Courts, Idaho Supreme Court March 2011,” or the most recent edition. |  |  |  |  |  | Click here to enter text. |
| 4.082 |  | The system should be able to capture the following personal information: 1) Number of children in family, Children born while under supervision, 2) Number of dependents, 3) Mother's name, 4) Father's name. |  |  |  |  |  | Click here to enter text. |
| 4.083 |  | The system should be able to capture the following criminal history information: 1) Previous criminal conviction record/chronological offense; 2) Current case charges/referring offense; 3) Current case level [A. Misdemeanor, B. Juvenile, C. Felony, D. Infraction]; and 4) Client referral type [A. Pre-adjudication, B. Post-adjudication, C. Probation, D. Parole , E. Probation violator, F. Dual Supervision [probation & parole]. |  |  |  |  |  | Click here to enter text. |
| 4.084 |  | The system should be able to capture pre-entry behavioral health treatment (substance abuse and mental health) histories, including: assessments, diagnosis, substances of abuse/dependence, medications, and providers. |  |  |  |  |  | Click here to enter text. |
| 4.085 |  | The system should be able to capture employment information at intake, in progress and at exit, including: 1) Current employment; 2) Employer name/address; 3) Type of work or profession; and 4) Beginning wage and wage at exit. |  |  |  |  |  | Click here to enter text. |
| 4.086 |  | The system should be able to capture the following financial information at intake and at exit: 1) Ability to pay fees; and 2) Receiving public assistance. |  |  |  |  |  | Click here to enter text. |
| 4.087 |  | The system should be able to capture the following educational information at intake and at exit: 1) Highest level completed; and 2) Current enrollment and level at exit. |  |  |  |  |  | Click here to enter text. |
| 4.088 |  | The system should be able to track and report on sanctions and incentives ordered and completed for each offender; including hours/days ordered and hour/days completed. |  |  |  |  |  | Click here to enter text. |
| 4.089 |  | The system should be able to capture program activity including: 1) Referral date; 2) Intake/Start date; 3) Current court phase; and 4) Termination date. |  |  |  |  |  | Click here to enter text. |
| 4.090 |  | The system should be configurable to a defined list of reasons for selection to capture information regarding termination from the program. |  |  |  |  |  | Click here to enter text. |
| 4.091 |  | The system should be configurable to be able to capture recidivism information. |  |  |  |  |  | Click here to enter text. |
| 4.092 |  | The system should be configurable to be able to capture information regarding program and treatment costs: 1) Drug testing; 2) Client treatment; 3) Client family treatment; 4) Direct staff [outside vendor costs billed to drug court]; 5) Service costs; 6) Indirect staff [providing services not directly paid by drug court]; and 7) Miscellaneous costs [office supplies, staff training, etc.]. |  |  |  |  |  | Click here to enter text. |
| 4.093 |  | The system should provide the capability to restrict/seal defined court records, including: 1) Participant's identify; 2) Diagnosis; 3) Evaluation; 4) Prognosis; and 5) Treatment. |  |  |  |  |  | Click here to enter text. |
| 4.094 |  | The system should provide the ability to import screening and assessment forms, and treatment data from service providers. |  |  |  |  |  | Click here to enter text. |
| 4.095 |  | The system should provide customizable screens and fields for: 1) Program phases; 2) Eligibility criteria; 3) Sanctions and incentives; and 4) Additional data fields as needed. |  |  |  |  |  | Click here to enter text. |
| 4.096 |  | The system should provide the ability to provide reports on staffing and hearings. |  |  |  |  |  | Click here to enter text. |
| 4.097 |  | The system should provide the capability to use third-party software for additional ad hoc reporting. |  |  |  |  |  | Click here to enter text. |
| 4.098 |  | The system should provide the ability to compile data across programs for system-wide reports, allowing sorting of system-wide data by a variety of criteria, such as by supervision type, location, primary drug of choice, etc. |  |  |  |  |  | Click here to enter text. |
| 4.099 |  | The system should have the ability to extract specified bulk data into an Excel or CSV format, whether or not those data are included in an existing report. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Pre-Trial Services (PTS)** |  |  |  |  |  |  |
| 4.100 |  | The system should allow for the capture of a PTS interview and be configurable to capture pretrial interview and assessment tool information. |  |  |  |  |  | Click here to enter text. |
| 4.101 |  | The system should provide electronic transfer of interview information when a defendant's information can be duplicated due to previous arrest. |  |  |  |  |  | Click here to enter text. |
| 4.102 |  | The system should prompt the user when a defendant has pending cases or cases involving the same victim. |  |  |  |  |  | Click here to enter text. |
| 4.103 |  | The system should prompt the user when defendant has pending cases/release information on all cases (bond, ROR). |  |  |  |  |  | Click here to enter text. |
| 4.104 |  | The system should provide assignment of conditions of release from configurable based upon nature of charges. |  |  |  |  |  | Click here to enter text. |
| 4.105 |  | The system should automatically generate a notice of noncompliance when a defendant has violated conditions of release on a pending case. |  |  |  |  |  | Click here to enter text. |
| 4.106 |  | The system should provide ability to generate referral information for pretrial supervision. |  |  |  |  |  | Click here to enter text. |

| **Rqmt ID** | **Comments** | **FUNCTION: FINANCIALS** | **Offeror Response** | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 5.001 | \* | The system must provide an accrual general ledger accounting system including all general functionality and reporting. (Fine, fee and restitution general ledger assessment and distribution categories and amounts must be identified and tracked from the time ordered or assessed through distribution.) |  |  |  |  |  | Click here to enter text. |
| 5.002 |  | The system should associate payments to a party/participant and/or case when receipted, if the payment is case related. If not case related, the system should be able to associate payments to a party or person in the system, the payer and payment type. |  |  |  |  |  | Click here to enter text. |
| 5.003 |  | The system should have the ability to associate payments to specific costs and fees associated with a case and/or party/person, and disburse funds as required by statute, rule or administrative policy (state or local). |  |  |  |  |  | Click here to enter text. |
| 5.004 |  | The system should have the ability to accept multiple methods of payment on a single transaction, including: 1) Cash; 2) Checks; 3) Credit cards; and 4) On-line electronic payments which update the CMS with the accurate receipting information. The receipt and financial reports should reflect combination payments. The receipt should have options of printing or electronic transmission of receipted information. |  |  |  |  |  | Click here to enter text. |
| 5.005 |  | The system should be able to accept electronic payments (e.g., Tax Intercept) and apply the funds to the cases, restitution, or as bonds on cases (configurable) in the correct county and case as indicated on the electronic transmission information and generate the specified documents for service on the parties affected. |  |  |  |  |  | Click here to enter text. |
| 5.006 |  | The system should have the ability to accept full and partial payments for a single case and assess a partial payment fee (statutory) whenever a partial payment is made as configurable by case and payment type. |  |  |  |  |  | Click here to enter text. |
| 5.007 |  | The system should have the ability to accept a single payment for single or multiple cases, receipt and update the case ledgers for all cases with that single transaction. (Including applying payments pursuant to a configurable priority of payment table – more under 5.008 below) |  |  |  |  |  | Click here to enter text. |
| 5.008 |  | The system should have the ability to designate which items, fines, fees or restitution to which a case payment will be applied, following the priority of payments for Idaho and reflect the amounts paid to each line item. |  |  |  |  |  | Click here to enter text. |
| 5.009 |  | The system should have the ability to accept payments made from case parties, case participants or others defined by name. |  |  |  |  |  | Click here to enter text. |
| 5.010 |  | The system should prohibit the edit/deletion of fees/fines/restitution once assessed and saved, or a payment record once the record has been saved. Once fees, fines, restitution or payment records have been saved the system should allow for a void and reapply or void and refund process which the system would document to the ledger on the case. |  |  |  |  |  | Click here to enter text. |
| 5.011 |  | The system should provide the ability for authorized users to void a payment and re-enter it, or void and refund any payment, or move a payment to another case, charge or fee. |  |  |  |  |  | Click here to enter text. |
| 5.012 |  | The system should have the ability to generate/view/print and electronically send receipts with unique, sequential receipt numbers. |  |  |  |  |  | Click here to enter text. |
| 5.013 |  | The system should be able to generate and print or electronically transmit receipts containing the following elements: 1) User-defined header; 2) User-defined footer; 3) Identification of the fee and/or fines being paid; 4) Case number [when it is a case related payment]; 5) Party owing the fee/fine; 6) Payment amount; 7) Balance due on the case/party (to be configurable) [on original receipts only]; 8) Payment method(s); 9) Payment date; 10) Receipting clerk; 11) Person/participant making the payment; 12) Receipt number; 13) Change amount (if applicable); and 14) Amount being paid by each payment method. |  |  |  |  |  | Click here to enter text. |
| 5.014 |  | The system should provide configurability to generate and print combined or multiple receipts from one financial transaction, covering multiple payments for multiple cases, by generating one receipt for each case number (e.g., a financial institution files 3 forfeiture cases, paying all 3 filing fees with one check -- the system should accept the payment, associate it to each of the 3 cases and generate a receipt for each case.) |  |  |  |  |  | Click here to enter text. |
| 5.015 |  | The system should provide the 'balance due' on original printed receipts. When receipts are reprinted system administrators should have the ability to configure the application to print the original balance or prohibit the printing of the balance due. |  |  |  |  |  | Click here to enter text. |
| 5.016 |  | The system should provide the ability to search/view/print receipts by the following: 1) Date or date range; 2) Payer; 3) Party; 4) Case number; 5) Receipt number or receipt number range; 6) Check number; 7) Fee; 8) User who created the receipt; and 9) Any combination of the above. |  |  |  |  |  | Click here to enter text. |
| 5.017 |  | The system should identify all re-printed receipts as being ’re-printed.' |  |  |  |  |  | Click here to enter text. |
| 5.018 |  | The system should provide the ability to associate free form, word wrapping text to receipts. |  |  |  |  |  | Click here to enter text. |
| 5.019 | \* | The system should provide the ability to identify and invalidate (void) payments, either fully or partially, as insufficient funds (e.g., a payment was made using both cash and a check, and the check bounces -- the system should invalidate only the check amount). |  |  |  |  |  | Click here to enter text. |
| 5.020 | \* | The system should provide the ability to receipt and dispose of cases having fee schedules associated to the charges, without first entering sentencing information and financial assessments. The financial sentencing should default based upon the standard fees defined on charges. The system should be able to generate a zero amount receipt on certain filings that don't require a filing fee. The system should also have the ability to define fees as allowed “pre-disposition”. |  |  |  |  |  | Click here to enter text. |
| 5.021 |  | The system should allow for user-defined business rules to prohibit the generation of a receipt until a specified action is completed (e.g., prohibit the generation of a receipt if the case has an outstanding failure to pay warrant until the user cancels the warrant), or if the payment needs to be made to the collection agency. The system should also allow for manual override by users with appropriate security. |  |  |  |  |  | Click here to enter text. |
| 5.022 |  | The system should not allow zero amount receipts to be issued for criminal, juvenile corrections act cases, or misc. fees. |  |  |  |  |  | Click here to enter text. |
| 5.023 |  | The system should relate all fines to a charge or supervision on a case. |  |  |  |  |  | Click here to enter text. |
| 5.024 |  | The system should include the ability to accept unlimited bonds on a single case, but give notification if another bond is posted in the case. It should track cash bonds over $10,000, and collect data and produce IRS form 8300 and annual statement, and appropriate clerk "alerts". |  |  |  |  |  | Click here to enter text. |
| 5.025 | \* | The system should provide the ability to receipt and track prepaid monies as not yet applied receipts, and to associate the receipt and funds at a later date to be applied to a party and to one or more cases and distributed as outlined by the priority of payments configured by the court. The system should be configurable to allow transfer of unapplied monies to another county. |  |  |  |  |  | Click here to enter text. |
| 5.026 |  | The system should have the ability to accept credit card and debit card payments, integrating the approval authorization process into the application. The system should be able to provide for a hold period for credit or debit cards in the disbursement of restitution to victims. |  |  |  |  |  | Click here to enter text. |
| 5.027 |  | The system should provide an aged accounts receivable report, a transaction report by GL, and a report of past due cases that are not in collections and a separate report of past due accounts for cases that have been sent to collections. |  |  |  |  |  | Click here to enter text. |
| 5.028 |  | The system should report outstanding bonds and checks without defined date parameters, by bond type (cash, surety, property). The cash bonds (indicating the court is holding the money in a bond account) should allow for configurable payment types (e.g., cash, money order, certified check, check, credit card, etc.). |  |  |  |  |  | Click here to enter text. |
| 5.029 |  | The system should provide a user-configurable ability to post interest directly to cases (victim restitution and civil Breath Alcohol Content) when ordered by the court, and see the interest on the case, as it is automatically assessed daily or monthly and display total interest applied. |  |  |  |  |  | Click here to enter text. |
| 5.030 | \* | The system should provide the capability to capture the address of an individual making a payment when it does not currently exist in the system (required for potential refunds). |  |  |  |  |  | Click here to enter text. |
| 5.031 |  | The system should provide a way to identify money/payments that have been received through the mail. |  |  |  |  |  | Click here to enter text. |
| 5.032 |  | The system should provide a tracking system in the Bond screen for bonds posted by another party, which includes the address and identity of the person posting the bond, in the event that the bond is to be refunded to the payer. |  |  |  |  |  | Click here to enter text. |
| 5.033 | \* | The system should provide for fiduciary subsidiary (trust) accounting ledgers for party/participant/ victim, (e.g., when judge orders restitution the courts needs to be able to keep track of payment amounts and the balance due to the victim). |  |  |  |  |  | Click here to enter text. |
| 5.034 | \* | Once a bond has been receipted/saved, the system should be able to link and track all subsequent actions against that bond, including the application of the bond to pay fines/fees/ restitution on the underlying case or other cases for that defendant. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Disbursing** |  |  |  |  |  |  |
| 5.035 | \* | The system should be able to disburse funds as indicated in court rule, statute and administrative policy (state and local) including but not limited to, agency of origin of action, distribution by fee type and associated general ledger amount or percent, variable by statute type, or if a city provides the court facility. (Court rules, statutes, and administrative orders will be provided.) |  |  |  |  |  | Click here to enter text. |
| 5.036 | \* | The system should be able to provide for a configurable defined "hold period" for checks, credit, or debit card payments in the disbursement of restitution to victims or exoneration of bonds to the person posting the bond. |  |  |  |  |  | Click here to enter text. |
| 5.037 | \* | The system should allow the processing of the following bond disbursement procedures: 1) Forfeiture; 2) Partial Forfeiture; 3) Refund; 4) Transfer; 5) Conversion; 6) Partial conversion; 7) Exoneration of surety bonds; and 8) Partial Exoneration. |  |  |  |  |  | Click here to enter text. |
| 5.038 |  | The system should be configurable to allow check writing with a user-defined printed check and check stub format, and print a request for auditor to issue a check on refunds, bond exonerations, bond transfers, restitution, etc. |  |  |  |  |  | Click here to enter text. |
| 5.039 |  | The system should prohibit the edit/deletion of a check/disbursement record once the record has been saved and the check/disbursement generated. The system should allow the void of those transactions. |  |  |  |  |  | Click here to enter text. |
| 5.040 |  | The system should permit the disbursement of funds electronically from the court's bank account to a defined account for the victim, defendant, or person posting bond where indicated. |  |  |  |  |  | Click here to enter text. |
| 5.041 |  | The system should allow the entry of a "Hold Date" for generation of funds for disbursement either by check or request for warrant (previously described as disbursement) when it is determined that the victim cannot be located and released when indicated. Disbursement of those funds should follow the configurable rules to be transferred to unclaimed property with all associated transactional indications on the case and victim ledger. |  |  |  |  |  | Click here to enter text. |
| 5.042 |  | The system should post non-case related receipts and disbursements (e.g., for copies) to accounting records and associate with the proper account and transaction listing for the associated fee. |  |  |  |  |  | Click here to enter text. |
| 5.043 | \* | The system should have a utility to enter and maintain allocation formula for disbursing moneys. |  |  |  |  |  | Click here to enter text. |
| 5.044 |  | The system should allow for the allocation of a single payment to multiple accounts determined at the time of receipting and disbursement of funds to multiple accounts with a single transaction at month end closing or periodic batch disbursement of restitution. |  |  |  |  |  | Click here to enter text. |
| 5.045 | \* | The system should include ability to disburse one bond to unlimited case numbers. |  |  |  |  |  | Click here to enter text. |
| 5.046 | \* | The system should include the ability to convert a bond to pay fines/fees and restitution. |  |  |  |  |  | Click here to enter text. |
| 5.047 | \* | The system should include the ability to convert a portion of the bond and refund or exonerate the balance. |  |  |  |  |  | Click here to enter text. |
| 5.048 | \* | The system should include the ability to convert a portion of the bond and forfeit the balance. |  |  |  |  |  | Click here to enter text. |
| 5.049 |  | The system should include the ability to forfeit a portion of the bond and retain the balance. |  |  |  |  |  | Click here to enter text. |
| 5.050 | \* | The system should allow for configuration of distribution and disbursement of all monies paid for fines and fees (per statute and priority). |  |  |  |  |  | Click here to enter text. |
| 5.051 |  | The system should allow for configuration and distribution and disbursement of bond forfeitures (per statute). |  |  |  |  |  | Click here to enter text. |
| 5.052 |  | The system should allow pro rate of distribution of funds to be split among multiple victims. |  |  |  |  |  | Click here to enter text. |
| 5.053 |  | The system should allow for the association of defendants and victims with joint and several restitution ordered, and the cross posting of payments and payment credits across multiple victims, multiple defendants, and multiple cases. Void or adjustment reasons should also allow the poster to indicate if these voids/adjustments should be cross posted to multiple joint and several defendants. |  |  |  |  |  | Click here to enter text. |
| 5.054 |  | Disbursements should be retrievable by case number, party/participant/victim name, disbursement date. |  |  |  |  |  | Click here to enter text. |
| 5.055 |  | All bond activities, including the disbursement of surety bonds should be reported on bondsmen's reports. |  |  |  |  |  | Click here to enter text. |
| 5.056 | \* | The system should be able to identify bond money not yet disbursed but held by the court. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Payment Plans** |  |  |  |  |  |  |
| 5.057 | \* | The system should provide the ability to establish payment plans and establish a final due date for a defendant on one or multiple cases in a single transaction. |  |  |  |  |  | Click here to enter text. |
| 5.058 | \* | The system should provide the ability to establish payment plans having variable terms and amounts. |  |  |  |  |  | Click here to enter text. |
| 5.059 | \* | The system should provide the ability to edit/modify/delete an existing payment plan, including but not limited to:1) Adding and/or removing cases; 2) Adjusting balances [e.g., adjust balance due, to reflect a credit from time served in jail]; 3) Plan status; 4) Payment dates; 5) Payment frequency; and 6) Payment amount. |  |  |  |  |  | Click here to enter text. |
| 5.060 |  | The terms of a payment plan should be viewable to a person receipting payments for a defendant as they enter the payment information. |  |  |  |  |  | Click here to enter text. |
| 5.061 | \* | The system should provide the ability to track and report on cases having an established payment plan. |  |  |  |  |  | Click here to enter text. |
| 5.062 |  | The system should enable a payment plan link whenever a case is accessed that has an existing payment plan. |  |  |  |  |  | Click here to enter text. |
| 5.063 |  | The system should include the ability to automatically generate user-defined 'late-notices' such as Affidavit of Failure to Pay, Bench Warrants or Orders to Show Cause, based on age of overdue payments as established in a payment plan, including steps and overdue history to turn a case to a collection agency and indicate on the case screen "case in collections." |  |  |  |  |  | Click here to enter text. |
| 5.064 |  | The system should automatically update payment plan amounts and schedules when adjusting entries are recorded against the fine/fee assessments associated with the payment plan and be able to electronically send updates to defined agencies. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Accounting** |  |  |  |  |  |  |
| 5.065 |  | The system should comply with generally accepted accounting principles for government entities including GAAP and GASB. |  |  |  |  |  | Click here to enter text. |
| 5.066 |  | The system should support trust fund accounting. |  |  |  |  |  | Click here to enter text. |
| 5.067 |  | The system should prevent financial transactions from being dated and posted to a closed accounting period. |  |  |  |  |  | Click here to enter text. |
| 5.068 |  | The system should prevent financial transactions from being post-dated or past-dated. |  |  |  |  |  | Click here to enter text. |
| 5.069 |  | The system should allow for an interface between court and county detention centers/jails, to collect bail bonds and generate receipts for those bonds. |  |  |  |  |  | Click here to enter text. |
| 5.070 |  | The system should provide for, or provide an interface between, the court counties and an online payment mechanism, which would accept online payments, generate receipts, and make the necessary credits to the corresponding fines fees and GL accounts automatically. |  |  |  |  |  | Click here to enter text. |
| 5.071 | \* | The system should provide for the ability to transfer funds from one case to another, or between accounts or to a fee in a given case. |  |  |  |  |  | Click here to enter text. |
| 5.072 |  | The system should identify the cashier (i.e., clerk) on all financial transactions and financial reports containing those transactions. |  |  |  |  |  | Click here to enter text. |
| 5.073 | \* | The system should provide for daily balance reporting, detail and summary reporting, including but not limited to computing totals, lists of all transactions, and balances for each clerk and their associated cash drawer. The list of transactions should identify payment methods on each transaction (e.g., cash, check, money order, electronic payments including credit and debit cards, etc.) and calculate totals for each transaction type. |  |  |  |  |  | Click here to enter text. |
| 5.074 |  | The system should provide the ability to reconcile cash drawers against payment types. |  |  |  |  |  | Click here to enter text. |
| 5.075 |  | The system should allow cashiers to open and close their cash drawers as needed. The system should require a drawer to be closed in order to run daily balance reporting. |  |  |  |  |  | Click here to enter text. |
| 5.076 |  | The system should allow cash drawer balancing to be run by date, or date and time ranges, and by user, multiple users, or "all", to enable transactions conducted after daily close-out to be included in the following day's balance reports. |  |  |  |  |  | Click here to enter text. |
| 5.077 | \* | The system should be able to produce detailed and summary lists of financial transactions (e.g., payments, disbursements, interest accrual, etc.) for specific accounts over user specified date ranges (e.g., daily, monthly, fiscal year, etc.) via multiple query types, (e.g., fee type, GL distribution account type, defendant name, victim name, etc.). Should have the ability to run receipt by fee with single or multiple fees selected. |  |  |  |  |  | Click here to enter text. |
| 5.078 |  | The system should produce a test balance and balance reports for each account, (or all) at the close of each period, prior to posting to the general ledger, which should interface with the county auditor's office system via inclusion of local county GL numbers (also state GL numbers). |  |  |  |  |  | Click here to enter text. |
| 5.079 |  | The system should compute and produce costs and fees based on occurrence of specific events (e.g. case filing). |  |  |  |  |  | Click here to enter text. |
| 5.080 |  | The system should identify the existence of fee waivers or deferrals, display message (e.g., indigent, government waiver), process appropriately (e.g., case filed but waiver deferred pending judicial review). |  |  |  |  |  | Click here to enter text. |
| 5.081 |  | The system should provide the ability to create and maintain a user-defined chart of accounts. (Including State GL account numbers and County (where indicated) GL account numbers). |  |  |  |  |  | Click here to enter text. |
| 5.082 |  | The system should reconcile and balance all general ledger accounts, and should be able to provide detailed reports associated with all assessments, receipts and distributions. |  |  |  |  |  | Click here to enter text. |
| 5.083 |  | The system should maintain a journal, and if appropriate, a subsidiary ledger for each account by posting debits, credits and adjusting entries. |  |  |  |  |  | Click here to enter text. |
| 5.084 |  | The system should create a general ledger by posting journal entries, subsidiary ledger totals, and other information to each account in the chart of accounts. |  |  |  |  |  | Click here to enter text. |
| 5.085 |  | The system should associate every financial transaction with the unique financial code(s) identifying the transaction. |  |  |  |  |  | Click here to enter text. |
| 5.086 |  | The system should default associated amounts when financial codes are selected. |  |  |  |  |  | Click here to enter text. |
| 5.087 | \* | The system should include the ability to reverse (void) all financial transactions. The reversing entry should include the identity of the user performing the action, the transaction being reversed and the reason for the reversal. The authority for reversal (voiding) a transaction should be tied to a security level. |  |  |  |  |  | Click here to enter text. |
| 5.088 | \* | The system should be able to produce a complete report of financial history by case number or party name, including bonds that have been forfeited and monies that are due to the court. |  |  |  |  |  | Click here to enter text. |
| 5.089 |  | The system should report information on bonding parent company by: 1) Total bond limit; and 2) Balance available. |  |  |  |  |  | Click here to enter text. |
| 5.090 | \* | The system should report information on individual bondsmen by: 1) Parent bonding company; 2) Individual bond limit; 3) Total bond limit; 4) Balance available; 5) Insurance Company; and 6) Registered Agent. |  |  |  |  |  | Click here to enter text. |
| 5.091 |  | The system should generate a listing of bond events viewable for bonding agents (public access) which identifies all transactions related to their bonds or bonds events tied to their company (e.g., new bonds posted, bonds exonerated, bonds forfeited, bonds converted including the name of the defendant, case number and charges involved. |  |  |  |  |  | Click here to enter text. |
| 5.092 |  | The system should clearly identify all negative numbers as a negative when displayed and reported. |  |  |  |  |  | Click here to enter text. |
| 5.093 |  | All balances should be calculated in real-time, automatically after any financial action on a case, without initiation by the user. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: WARRANTS | Offeror Response | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 6.001 | \* | The system should be able to manage multiple types of warrants. Based upon the warrant type (e.g., Arrest Warrants, Bench Warrants, Search Warrants, Warrants of Attachment), there should be configurable actions/events to assist with processing stages (e.g., warrant ordered, pending judicial signature, issued) and warrant tracking. Additionally, case statuses should be configured for seal/unseal per Idaho Court Administrative Rule 32. |  |  |  |  |  | Click here to enter text. |
| 6.002 |  | The system should be able to generate warrant forms merging relevant data into the form and recording warrant activity. Generation of warrants should automatically generate a docket entry for the issuance of the warrant. The system should allow for an electronic issuance to the law enforcement agency. |  |  |  |  |  | Click here to enter text. |
| 6.003 |  | Based on the type of warrant, the system should allow automation of configurable actions or processes. |  |  |  |  |  | Click here to enter text. |
| 6.004 |  | The system should be able to associate warrants and warrant activities to an individual party/participant on a case, when applicable. |  |  |  |  |  | Click here to enter text. |
| 6.005 | \* | The system should be able to automatically update case and party status based on the issuance and service of warrants. |  |  |  |  |  | Click here to enter text. |
| 6.006 | \* | Once a warrant has been issued, the system should be able to link and track all subsequent actions against that warrant so as to clearly identify the activities and status of the warrant. The system should allow electronic access to warrant data by law enforcement and should send electronic copies of a warrant (upon save to the ROA) to a preconfigured list of entities including law enforcement and prosecutors. |  |  |  |  |  | Click here to enter text. |
| 6.007 | \* | The system should provide the ability to quash or cancel a single warrant or all active warrants for a defendant/party/participant and/or a case in a single transaction. |  |  |  |  |  | Click here to enter text. |
| 6.008 |  | The system should be configurable to allow the ability to manage multiple warrants, on a single or multiple cases, or by party master as defined by court rule or standardized business practices. |  |  |  |  |  | Click here to enter text. |
| 6.009 |  | The system should be able to record the county issuing location of warrant documents. |  |  |  |  |  | Click here to enter text. |
| 6.010 |  | The system should provide the capability to define associated warrant events (e.g., associate a Fail to Appear (FTA) issue event with FTA served and FTA quashed/canceled events so that users may not cancel an FTA warrant with a Failure To Pay event.) |  |  |  |  |  | Click here to enter text. |
| 6.011 |  | The system should allow direct access to the warrant history on a case from the register of actions. |  |  |  |  |  | Click here to enter text. |
| 6.012 |  | The system should allow certain actions associated with certain warrants to be automated, (e.g., arrest warrants would seal a case from public view; warrants returned to the court with a status of other than issued would unseal the case). |  |  |  |  |  | Click here to enter text. |
| 6.013 |  | The system should allow for configurability-related warranting notification when electronically reporting the warrant to other agencies via data exports (by using a status of pending judicial signature) but should follow the above stated rules for case sealing once the warrant is created. |  |  |  |  |  | Click here to enter text. |
| 6.014 |  | Once the warrant has been signed the clerk would be able to easily change the status from pending to outstanding on an individual case, or could do so in batch using a bar code scanner, or imported electronic data exchange. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: DOCUMENTS | Offeror Response | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Notice Generation** |  |  |  |  |  |  |
| 7.001 |  | The system should have the functionality required for a "paper on demand" environment (e.g., generating documents electronically, and saving the image within the CMS). The system should be able to retrieve, print or electronically disseminate documents, including documents used in batch processes. |  |  |  |  |  | Click here to enter text. |
| 7.002 |  | The system should provide for pre-defined configurable templates that allow designated users to define and create forms and notices. |  |  |  |  |  | Click here to enter text. |
| 7.003 | \* | The system should provide the option to generate forms/notices as a result of docketing an event. |  |  |  |  |  | Click here to enter text. |
| 7.004 |  | The system should provide the ability to generate forms/notices as a result of pre-defined events (e.g., automatic processing of defaults, etc.). |  |  |  |  |  | Click here to enter text. |
| 7.005 |  | The system should provide the option to generate forms/notices as a result of scheduling, or rescheduling, cases on the judge's calendar. |  |  |  |  |  | Click here to enter text. |
| 7.006 | \* | The system should provide the option to generate forms/notices as a result of a judicial reassignment. |  |  |  |  |  | Click here to enter text. |
| 7.007 |  | The system should provide the option to generate forms/notices as a result of ticklers expiring without occurrence of a pre-defined conclusion. |  |  |  |  |  | Click here to enter text. |
| 7.008 |  | The system should provide the option to generate forms/notices with or without docketing the activity. |  |  |  |  |  | Click here to enter text. |
| 7.009 | \* | The system should provide the ability to generate forms/notices in batch, or individually. |  |  |  |  |  | Click here to enter text. |
| 7.010 |  | The system should provide the option for users to send notices to more than one address for a party. |  |  |  |  |  | Click here to enter text. |
| 7.011 |  | The system should provide the ability to modify individual forms/notices before printing. |  |  |  |  |  | Click here to enter text. |
| 7.012 | \* | The system should not print restricted/confidential information (e.g., social security numbers, addresses) in notices, calendars, court minutes and other documents pursuant to Idaho Court Administrative Rule 32. |  |  |  |  |  | Click here to enter text. |
| 7.013 |  | The system should be able to track document service and follow-up activities. |  |  |  |  |  | Click here to enter text. |
| 7.014 |  | The system should be able to create and print address labels, envelopes, file labels and exhibit labels, individually or in batch. |  |  |  |  |  | Click here to enter text. |
| 7.015 | \* | The system should have the ability to merge data elements into system generated documents, including but not limited to: 1) Names; 2) Addresses; 3) Charges; 4) Charge dispositions; 5) Sentencing; 6) Judgment information; 7) Calendar settings; 8) Data elements relating to other court actions, sentencing’s and findings; 9) Ability to merge all or most data fields into a document; and 10) Should include ability to program prompt boxes. |  |  |  |  |  | Click here to enter text. |
| 7.016 |  | The system should include the ability to program a window that prompts the user for information. When done, the information should be inputted into the document (numerous prompt windows should be able to be programmed in one document). |  |  |  |  |  | Click here to enter text. |
| 7.017 |  | The system should provide the ability to electronically send selected reports and documents. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Document Management (EDMS)** |  |  |  |  |  |  |
| 7.018 |  | The system should allow a user to search on metadata elements or retention descriptions. |  |  |  |  |  | Click here to enter text. |
| 7.019 |  | The system should, upon completion of a search, immediately display all selected images and support. |  |  |  |  |  | Click here to enter text. |
| 7.020 |  | The system should allow a search of OCR'd documents by text string. |  |  |  |  |  | Click here to enter text. |
| 7.021 |  | The system should provide a customizable collaborative workspace for select users organized by case or calendar. |  |  |  |  |  | Click here to enter text. |
| 7.022 |  | The system should provide dynamic retrieval of related case information, case statistics and other necessary data and reports. |  |  |  |  |  | Click here to enter text. |
| 7.023 |  | The system should ensure that non-public data and metadata are hidden from general view or are displayed to only authorized users when documents/files/images, etc. are exempt from disclosure. |  |  |  |  |  | Click here to enter text. |
| 7.024 |  | The system should provide intuitive profiling (e.g., automatically populate several metadata elements of the profile). |  |  |  |  |  | Click here to enter text. |
| 7.025 |  | The system should support Court-defined retention and disposition scheduling and provide configurable notice periods prior to the scheduled archival dates. The solution should also provide configurable reporting of any documents and/or images that have exceeded their disposition schedule. |  |  |  |  |  | Click here to enter text. |
| 7.026 |  | The system should provide for the application of records management principles for electronic records. |  |  |  |  |  | Click here to enter text. |
| 7.027 | \* | The system should support automatic migration of documents and images to and from other types of archival storage. |  |  |  |  |  | Click here to enter text. |
| 7.028 |  | The system should provide a mechanism ensuring the authenticity of the electronic file. |  |  |  |  |  | Click here to enter text. |
| 7.029 |  | The system should provide an audit trail, including date, time, user, location, transaction type and any other industry standard. |  |  |  |  |  | Click here to enter text. |
| 7.030 |  | The system should provide comprehensive security down to the page level for every action including print, fax, and email. |  |  |  |  |  | Click here to enter text. |
| 7.031 |  | The system should support security audit reporting on document access including document type, user ID, date and time range, access by workstation/ location. |  |  |  |  |  | Click here to enter text. |
| 7.032 | \* | The system should provide rule and role-based workflow capabilities. |  |  |  |  |  | Click here to enter text. |
| 7.033 |  | The system should provide a user-defined workflow review and approval capability for additions, changes, and deletes to the established workflow. |  |  |  |  |  | Click here to enter text. |
| 7.034 | \* | The system should provide for integration of electronic signature devices. Include a list of the products/vendors with which the solution integrates. |  |  |  |  |  | Click here to enter text. |
| 7.035 | \* | The system should allow the Court to redefine workflow, as needed and approved, without going through the offeror. |  |  |  |  |  | Click here to enter text. |
| 7.036 |  | The system should provide for automated redaction of SSN and other privileged information (e.g., account numbers) and provide for manual/selective redaction of other potentially privileged information. |  |  |  |  |  | Click here to enter text. |
| 7.037 |  | The system should provide the ability to apply "sticky notes" or text notes to all documents, audio and video files, and retain the relationship of notes to the page, without modifying the official record. The system also should provide security to protect inappropriate access to documents, audio and video with annotations and provide a mechanism for securing the notes. |  |  |  |  |  | Click here to enter text. |
| 7.038 |  | The system should provide the ability to import image, video, audio and text files generated by industry standard word processing, spreadsheet, Court reporting, graphics and other applications. |  |  |  |  |  | Click here to enter text. |
| 7.039 |  | The system should provide the ability to import and maintain metadata from external sources. |  |  |  |  |  | Click here to enter text. |
| 7.040 |  | The system should provide "watermark" technology thereby providing certification- local court seal/legality of documents, if needed. |  |  |  |  |  | Click here to enter text. |
| 7.041 |  | The system should allow for form generation, image import and associated workflow routing of the document. |  |  |  |  |  | Click here to enter text. |
| 7.042 |  | The system should provide finished documents with "lock down" capabilities for archival. |  |  |  |  |  | Click here to enter text. |
| 7.043 |  | The system should provide the ability to manage enterprise content. |  |  |  |  |  | Click here to enter text. |
| 7.044 |  | The system should automatically index scanned images (create metadata), assign a unique document identifier, and associate the imaged document to a docket entry. |  |  |  |  |  | Click here to enter text. |
| 7.045 |  | The system should automatically link images of documents to the event activity, date and time (e.g., link the scanned image of a motion to the motion event on the register of actions). |  |  |  |  |  | Click here to enter text. |
| 7.046 |  | The system should support the GJLXDM XML data standard specifically for criminal justice information and data exchanges. |  |  |  |  |  | Click here to enter text. |
| 7.047 |  | The system should link case/person data with imaged/native documents and maintain this link during the archival and recall process. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: COURTROOM PROCESSING | Offeror Response | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 8.001 |  | The system should be able to generate configurable minute entry forms that will accommodate free form text so that court ordered directives and recording timestamps can be inserted and saved to the document. The document image should attach to the Register of Actions, and be retrievable for viewing, printing and/or electronic dissemination. The system should provide a searchable index of minutes/orders including matters with no related case number (e.g., parental termination). |  |  |  |  |  | Click here to enter text. |
| 8.002 |  | Once any document has been saved as the image connected to the Register of Actions; any edit functions should be tracked and be allowable based on configurable security levels. |  |  |  |  |  | Click here to enter text. |
| 8.003 |  | The system should assist with cross-posting the data entered in the minute entry to other relevant fields (e.g., Register or Actions, posting hearing results, plea and sentencing information). |  |  |  |  |  | Click here to enter text. |
| 8.004 |  | The system should have the capability to capture multiple types of hearing results (e.g., hearing held, vacated, or continued) and also schedule from a "next available" hearing configuration. |  |  |  |  |  | Click here to enter text. |
| 8.005 |  | Hearings should allow multiple hearing results entries for a single event (e.g., for a felony hearing to include # of pages estimated for transcript). |  |  |  |  |  | Click here to enter text. |
| 8.006 |  | The system should be able to create/modify print/reprint court orders, minutes and other court related documents used for in-court processing. Additionally, court orders and court related documents, when relevant, should create a Register of Action entry and an image of the order or other related document which will attach to said Register of Action. |  |  |  |  |  | Click here to enter text. |
| 8.007 |  | The system should be configurable to allow capture of specific types of Evaluations/Presentence Investigations ordered, based upon a selection list which would include agency or specific health care provider. The system should create a data export or report to be served/transmitted upon the agency/health provider ordered to complete the evaluation. The export/report should be by date range, and should include type of evaluation, date ordered, party name, associated case number and “complete by” date. Data Exports/Reports should be able to capture "all" evaluations or by specific types. |  |  |  |  |  | Click here to enter text. |
| 8.008 |  | The system should be able to electronically distribute court orders and other relevant documents resulting from hearings and other judicial events. |  |  |  |  |  | Click here to enter text. |
| 8.009 |  | The system should include a notification of applicable statutory time limits associated with specific case types or charges (e.g., Preliminary Hearing due date, Excessive DUI Arraignment, Speedy Trial Dates, Inactivity for Civil Cases, Child Protection case timelines). Based upon configuration of the timelines, the notification should include number of days and/or final due date of compliance standard. Additionally, once non-compliance has been established, the notification should alert to number of days out of compliance. |  |  |  |  |  | Click here to enter text. |
| 8.010 |  | The system should include configurable actions or events that satisfy a statutory timeline notification. Additionally, reports should be available from the derivative of those data elements. |  |  |  |  |  | Click here to enter text. |
| 8.011 |  | The system should provide efficient response times when populating data fields and when creating, imaging, or retrieving documents. |  |  |  |  |  | Click here to enter text. |
| 8.012 |  | The system should allow for acceptance of service of court orders or other related documents, electronically, for any relevant court participants. |  |  |  |  |  | Click here to enter text. |
| 8.013 |  | The system should provide a single screen to enter all dispositional actions/events that result while in-court for criminal/juvenile case processing, to include, but not limited to: court participants and their roles, including judicial and non-judicial court personnel participants, ability to result or reschedule hearings from a next available calendar, plea entered and plea date, court finding and court finding date, amendment of charge, modified sentencing information with the corresponding date that was done, retained jurisdiction, withheld judgment information, fines and fees to include suspended/adjusted amounts, any license suspensions, (Consecutive or Concurrent for single/multiple cases, number of absolute days), interlock time ordered, probation ordered, community service (should calculate hours ordered times per hour fee) jail confinement (Consecutive or Concurrent for single/multiple cases) and suspended time, days already served on the charge, jail facility, credit for time served (Y/N), discretionary jail, penitentiary determinate, and penitentiary indeterminate, work release, programs ordered, evaluations ordered, payment plan, manage cash bonds posted (apply to fines or return to poster). The system should have the ability to "copy" plea/plea date/date of finding/disposition date to select or all charges. |  |  |  |  |  | Click here to enter text. |
| 8.014 |  | The courtroom processing tab should "alert" if there is an active warrant, no contact order, or protection order issued against the defendant /or party on this or any other case, and reference or link to the warrants/orders on other cases identified. |  |  |  |  |  | Click here to enter text. |
| 8.015 |  | The system should prompt for new warrant and bond forfeiture notification (when applicable) on configurable hearing results posted. (e.g., failure to appear at a hearing.) |  |  |  |  |  | Click here to enter text. |
| 8.016 |  | The system should allow for expedited entry fields for new warrants and no contact orders. |  |  |  |  |  | Click here to enter text. |
| 8.017 |  | The courtroom processing tab should be directly accessible from the clerk/judges calendar. |  |  |  |  |  | Click here to enter text. |
| 8.018 |  | The system should allow dashboard options for the daily court calendar (e.g., ordering of cases called, flags for in-custody or transports, current bond posted). |  |  |  |  |  | Click here to enter text. |
| 8.019 |  | The system should allow for reinstatement of any previously adjusted fines or fees, per charge via a single selection option to reinstate. |  |  |  |  |  | Click here to enter text. |
| 8.020 |  | If fines and fees have been entered on any charge where statutory fees are attached to the charge or fee type, the system should prompt to determine if these fees should be added. |  |  |  |  |  | Click here to enter text. |
| 8.021 |  | System should have the ability to link exhibits to court minutes/hearings. |  |  |  |  |  | Click here to enter text. |
| 8.022 |  | System should have the ability to link/upload remote hearing minutes/orders/data or video files, and recordings to CMS (e.g., search warrants, phone conferences in chambers, out of county hearings). |  |  |  |  |  | Click here to enter text. |
| 8.023 |  | The system should provide sufficient interfacing with the Judicial Workbench to maximize efficiency related to in-court processing and electronic communication between the judge and the clerk. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: MANAGEMENT & STATISTICAL REPORTING | Offeror Response | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 9.001 |  | All reports should be capable of being displayed, printed and saved to other formats including, but not limited to, CSV and Excel. |  |  |  |  |  | Click here to enter text. |
| 9.002 |  | The system should have the ability to extract specified bulk data into Excel or CSV, whether or not those data are included in an existing report. |  |  |  |  |  | Click here to enter text. |
| 9.003 |  | The system should provide the capability to display and print all system code tables. |  |  |  |  |  | Click here to enter text. |
| 9.004 |  | The system should provide the capability to display and print the docket, (i.e., the register of actions), according to local rules and preferences for format and layout. |  |  |  |  |  | Click here to enter text. |
| 9.005 |  | The system should provide the ability to retrieve/view/print/sort judge caseloads, based on the following: 1) Judge; 2) Case status; 3) Filing date/date range; 4) Violation date; 5) Case type/subtype; 6) Associated attorney; 7) Charging/prosecuting officers and their associated agency, including arresting agency/officer; 8) Charges (in criminal cases); and 9) Parties. |  |  |  |  |  | Click here to enter text. |
| 9.006 |  | The system should also be able to record paternity judgments and provide reports regarding those judgments, including: 1) Number of cases; 2) Number of children; 3) Amounts of child support ordered per case; and 4) Total for the reporting period. |  |  |  |  |  | Click here to enter text. |
| 9.007 |  | The system should provide the ability to produce separate reports showing: 1) Cases and defendants for which payments were collected; 2) Cases and defendants for which money is due but no payments were collected; 3) Cases and defendants for which fees were waived; 4) Cases and defendants for which fees were suspended; 5) Cases and defendants having adjustments made to their balance; 6) Accounts receivable or payable for each case or defendant; and 7) Balance due for defendant. Reports showing fees waived or adjusted should indicate sentencing judge and clerk making the entry. |  |  |  |  |  | Click here to enter text. |
| 9.008 |  | On all reports, the system should display/print: 1) Court name; 2) System run date; 3) System run time; 4) Page numbering; and 5) User. |  |  |  |  |  | Click here to enter text. |
| 9.009 |  | The system should have the ability to define and schedule automatic generation and distribution of reports by date, day, or recurrence every day, week, or month. |  |  |  |  |  | Click here to enter text. |
| 9.010 |  | The system should be able to accommodate various printing preferences, including printing by page and adjusting font size. |  |  |  |  |  | Click here to enter text. |
| 9.011 |  | The system should integrate with a third party report writer for ad-hoc reporting of any and all existing data fields in the system. Please describe the standard report writing tool provided by the offeror. |  |  |  |  |  | Click here to enter text. |
| 9.012 |  | The system should be able to generate all reports for one or multiple court locations configurable by set groups i.e. judge, county, district and state. All reports should have the flexibility to be run for any date range. In addition, reports that generate criminal case filings should include the option of begin sorted and counted by charges, by case numbers, by defendants, and by case status. |  |  |  |  |  | Click here to enter text. |
| 9.013 |  | The system should have the ability to automatically generate reports based on user-defined business rules, (e.g., automatically generate a report of sealed cases or cases having sealed documents by the date of sealing, or automatically generate a report for delinquent payments, or default judgments). |  |  |  |  |  | Click here to enter text. |
| 9.014 |  | The system should have the ability to generate a report that identifies data entry anomalies or missing data elements as a data quality assurance tool. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Operational Court Management Reports** |  |  |  |  |  | Click here to enter text. |
| 9.015 |  | The system should be able to generate a report that displays: 1) a count of new case filings by case type and subtype; 2) count of specified post-judgment motions (i.e., motion to revoke probation, motion to modify divorce decree, etc.); and 3) count of outgoing (disposed) cases by case type and subtype. |  |  |  |  |  | Click here to enter text. |
| 9.016 |  | The system should be able to generate a report that displays, by case subtype, a count of new civil case filings and a count of civil defendants and plaintiffs for the same date range. |  |  |  |  |  | Click here to enter text. |
| 9.017 |  | The system should be able to generate a report that displays, by case type, the number and percentage of disposed cases that met a specified case processing time standard within a given time period across multiple performance benchmarks. The system should have maximum configurability so that time standards and benchmarks can easily be modified at any time. The system should also be able to display (either within the same or a different report), by case type, the median length of time between case filing and case disposition.  (Please reference the [Example Time to Disposition report](http://www.isc.idaho.gov/files/Example_Time_to_Disposition.pdf).) |  |  |  |  |  | Click here to enter text. |
| 9.018 |  | The system should be able to generate a report that displays the number and percentage of pending cases that meet a specified case processing time standard across multiple performance benchmarks for each case type, as well as a report that shows list of pending cases along with case-level details such as last ROA, next scheduled hearing, and proximity to the time standard for that case type. |  |  |  |  |  | Click here to enter text. |
| 9.019 |  | The system should be able to generate a report that displays median time from the initiation of a case to multiple specified interim case events (vary by case type) as well as a count of each case event for the reporting period.  (Please reference the [Example Timeliness of Interim Case Events report](http://www.isc.idaho.gov/files/Example_Timeliness_Interim_Case_Events_Report.pdf).) |  |  |  |  |  | Click here to enter text. |
| 9.020 |  | The system should be able to generate a report that displays, by case type, average number of hearings per disposition, preferably by hearing type. |  |  |  |  |  | Click here to enter text. |
| 9.021 |  | The system should be able to generate a report that displays, by case type: 1) average number of continuances per disposition; 2) percentages of continuances requested by each party type; and 3) a frequency distribution of reasons for continuance requests. |  |  |  |  |  | Click here to enter text. |
| 9.022 |  | The system should be able to generate a report that displays, by case type, average months of work on hand, defined as number of pending cases divided by average monthly disposition for the previous 12 months. |  |  |  |  |  | Click here to enter text. |
| 9.023 |  | The system should be able to generate a report that displays, by case type, a frequency distribution of manners of disposition for outgoing cases (i.e., resolved by mediation, resolved by bench/court trial, dismissed, guilty plea, etc.). This measure should be reported per case/defendant for civil and domestic relations cases and per charge/defendant for criminal cases. |  |  |  |  |  | Click here to enter text. |
| 9.024 |  | The system should be able to generate a report that displays, number and percentage of plaintiffs and defendants that were self-represented in misdemeanor, felony, juvenile, civil, and domestic relations cases. |  |  |  |  |  | Click here to enter text. |
| 9.025 |  | The system should be able to generate a report that displays number and percentage of proceedings in which a court interpreter was required as well as a frequency distribution of languages required and parties that needed an interpreter (plaintiff, defendant, victim, witness) |  |  |  |  |  | Click here to enter text. |
| 9.026 |  | The system should be able to generate a collections report that calculates: 1) amounts assessed during a reporting period; 2) amounts collected during a reporting period; and 3) percentage of total monetary penalties collected by the due date. Collections data should be broken down by case subtype (infractions, misdemeanor, felony, juvenile, restitution). |  |  |  |  |  | Click here to enter text. |
| 9.027 |  | The system should be able to generate a report that displays median time from multiple specified interim case events (vary by case type) as well as a count of each case event for the reporting period to disposition. |  |  |  |  |  |  |

| Rqmt ID | Comments | FUNCTION: CONFIGURATION, MAINTENANCE, SECURITY & DATA INTEGRITY | Offeror Response | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 10.001 |  | All code choices should be table driven. These should include, but not be limited to: 1) Case types/subtypes; 2) Events/activities; 3) Party/role types; 4) Dispositions; 5) Case/party statuses; 6) Court types/locations; 7) Charges/issues; 8) Pleas; 9) Sentences; 10) Financial receivable/payable types [e.g., types of money due/or paid to the court by fee or general ledger number]; 11) Attorneys; 12) Judges and other non-judicial court personnel [e.g., clerks, hearing officers, mediators, supervision officer, victim witness coordinator, interpreters/language coordinators,]; 13) Law enforcement officers; 14) Agencies; 15) Address types; 16) Relationship types; and 17) Flags/alerts/notifications. |  |  |  |  |  | Click here to enter text. |
| 10.002 |  | The system should validate against code tables in data-entry fields requiring pre-defined codes, prohibiting the entry of expired, inactivated or non-existent codes. |  |  |  |  |  | Click here to enter text. |
| 10.003 |  | The system should provide the ability, for users with the appropriate authority, to modify, inactivate, exempt from disclosure, and delete code records. |  |  |  |  |  | Click here to enter text. |
| 10.004 | \* | The system should provide the ability to link codes to types of courts, and/or specific locations, thereby limiting the code use to those types/locations. |  |  |  |  |  | Click here to enter text. |
| 10.005 | \* | The system should provide the ability to create relationships between different types of codes to prevent misuse of codes (e.g., an event of "CRIMINAL INFORMATION FILED" linked to criminal case types/subtypes to prevent its use in a civil case, or a CHILD SUPPORT HEARING linked to appropriate civil case types to prevent it from being scheduled in a criminal case, or link a disposition of "ADMISSION" to juvenile delinquency cases to prevent its use in domestic violence cases, etc.). The relationship links should include, but not be limited to: 1) Case types with subtypes; 2) Case types/subtypes with events; 3) Events with results; 4) Case types/subtypes or actions, with hearing types and judicial settings; 5) Case types/subtypes with party types/roles; and 6) Case types/subtypes with dispositions. |  |  |  |  |  | Click here to enter text. |
| 10.006 | \* | The system should provide the ability to establish relationships between different types of codes to invoke certain types of automatic processing and tickler processing, (e.g., a failure to appear result entered on a hearing event would generate an order to show cause and create a tickler for 10 days out by which the defendant must appear or a bench warrant gets issued.) |  |  |  |  |  | Click here to enter text. |
| 10.007 | \* | The system should provide the capability to define business rules to govern the entry of data, (e.g., once a case has a closing event another closing event may not be entered until a reopen event is entered, or a case may only have one opening event, or a criminal case may have only one defendant type party, etc.). |  |  |  |  |  | Click here to enter text. |
| 10.008 |  | The system should provide the ability to search on all code tables by the following elements: 1) Code or partial code; 2) Code description or partial description; 3) Fields designated as database keys; and 4) Other essential data fields (e.g., effective date ranges, event categories, etc.). |  |  |  |  |  | Click here to enter text. |
| 10.009 |  | The system should provide for an unlimited number of entries into code tables. |  |  |  |  |  | Click here to enter text. |
| 10.010 |  | The system should provide the ability to inactivate or expire every code in every code table. |  |  |  |  |  | Click here to enter text. |
| 10.011 |  | The system should provide sort options regarding the display of records within code tables, including but not limited to: 1) Code; 2) Description; 3) Active/inactive flag; and 4) Effective date ranges. |  |  |  |  |  | Click here to enter text. |
| 10.012 |  | The system should prohibit the display, selection and entry of inactive and expired codes in all case/person data entry screens. |  |  |  |  |  | Click here to enter text. |
| 10.013 | \* | The system should provide configurable closing routines to be triggered automatically based on configurable criteria. The closing routines should include options for : 1) Changing case/party statuses; 2) Identifying balances [both positive and negative] on the case, including undisbursed bonds; 3) Outstanding warrants; 4) Future scheduled events; 5) Charges/issues lacking disposition data; 6) Case disposition data; and 7) Establishing archive/retention triggers. Cases not meeting the defined criteria should be prohibited from being closed. |  |  |  |  |  | Click here to enter text. |
| 10.014 |  | The system should provide for configurable payment priorities for all costs and fees. |  |  |  |  |  | Click here to enter text. |
| 10.015 |  | The system should provide for configurable financial assessments, linked to effective date ranges and court types. |  |  |  |  |  | Click here to enter text. |
| 10.016 | \* | The system should provide for configurable payment allocations to statutorily designated funds, including: 1) Agency(s)/fund(s)/accounts designated to receive the money; 2) Amount and/or percentage to be allocated to each agency/fund/account; and 3) Priority in which funds (payments) are to be distributed. |  |  |  |  |  | Click here to enter text. |
| 10.017 |  | The system should have the ability to print court-defined headers & footers on any document, including defined graphics (e.g., judicial seal). |  |  |  |  |  | Click here to enter text. |
| 10.018 |  | The system should prohibit the modification/deletion of system generated sequential numbers (e.g. receipt numbers, check numbers, etc.) except in the configuration tables that define where certain sequential numbers should begin (e.g., check numbers). |  |  |  |  |  | Click here to enter text. |
| 10.019 |  | The system should allow for the establishment of one or more bank accounts associated to a court location. |  |  |  |  |  | Click here to enter text. |
| 10.020 |  | The system should allow for capture and maintenance of the following information on bonding companies: 1) Company name; 2) Address; 3) Insurance Name & Address; 4) Registered Agent, Name & Address; 5) Total bond limit; 6) Outstanding and available balances; and 7) Individual bond limit. |  |  |  |  |  | Click here to enter text. |
| 10.021 |  | The system should allow for capture of the following information on individual bondsmen: 1) Name; 2) Address; 3) Individual bond limit; 4) Total bond limit; 5) Outstanding and available balances; 6) Associated bonding company(s); and 7) Expiration date of letter of credit. |  |  |  |  |  | Click here to enter text. |
| 10.022 |  | The system should automatically notify designated users when a bondsman's letter of credit is expiring or has expired, based on local rules. |  |  |  |  |  | Click here to enter text. |
| 10.023 |  | The system should allow for capture of the following information on judicial officers: 1) Name; 2) Division; and 3) Law firms/businesses from which the judicial officer must be automatically recused. |  |  |  |  |  | Click here to enter text. |
| 10.024 |  | The system should allow for capture of the following information on law enforcement officers: 1) Name; 2) Address; 3) Badge number; 4) Law enforcement agency(s) (e.g., cross-deputization); 4) Phone number; and 5) E-mail address. |  |  |  |  |  | Click here to enter text. |
| 10.025 |  | The system should allow for capture of the following information on attorneys: 1) Name; 2) Firm name; 3) Address; 4) Email address; 5) Phone number; 6) Fax number; 8) State Bar Association status; 9) Status; 10) Status date; and 11) Attorney type [e.g., Prosecuting Attorney, Public Defender, private, contract, etc.]. |  |  |  |  |  | Click here to enter text. |
| 10.026 |  | The system should allow for attorneys to have multiple roles on varied cases and to allow segregating their cases/workload by role on varied calendars and for batch reassignment purposes. |  |  |  |  |  | Click here to enter text. |
| 10.027 |  | The system should allow for the creation of a law firm in the attorney table, without the specific identification of an individual lawyer. |  |  |  |  |  | Click here to enter text. |
| 10.028 |  | The system should provide for adding an attorney from another state as provided regarding Pro Hac Vice appearance, and governed by the Idaho State Bar. |  |  |  |  |  | Click here to enter text. |
| 10.029 |  | The system should allow for the capture of the following information on agencies, such as law enforcement agencies, state agencies, etc.: 1) Name; 2) Address; 3) Phone; and 4) E-mail. |  |  |  |  |  | Click here to enter text. |
| 10.030 |  | The system should allow for judicial officer, attorney, bondsman, bonding company, agency, and law enforcement officer address information to be entered and edited in the same manner as all other person address information. |  |  |  |  |  | Click here to enter text. |
| 10.031 |  | The system should allow effective dates to be associated with all financial codes. |  |  |  |  |  | Click here to enter text. |
| 10.032 |  | The system should validate the use of all financial codes against a financial code table. |  |  |  |  |  | Click here to enter text. |
| 10.033 | \* | The system should provide the capability to vary financial tables from county to county (e.g.., court location to court location). |  |  |  |  |  | Click here to enter text. |
| 10.034 |  | The system should provide the ability for payment types (e.g., cash, check, money order, credit, debit, or on line payment) to be configurable, and allow for multiple payment types in one receipting transaction. |  |  |  |  |  | Click here to enter text. |
| 10.035 |  | The system should provide the ability to define disbursement types. |  |  |  |  |  | Click here to enter text. |
| 10.036 | \* | The system should provide the ability to associate statutory fees/fines with charges & court types, which, based on court type, should automatically default or not default into sentencing upon conviction. |  |  |  |  |  | Click here to enter text. |
| 10.037 | \* | The system should provide the ability to associate standard sentencing terms to charges which should default into sentencing upon conviction (e.g., not less than 90 days but not more than 364 days in jail). |  |  |  |  |  | Click here to enter text. |
| 10.038 | \* | The system should provide the ability to flag specific charges with configurable flags (e.g., DUI, sex offense, etc.). |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Security** |  |  |  |  |  |  |
| 10.039 |  | The system should support positive authentication of users (e.g., two-factor authentication, biometrics, etc. |  |  |  |  |  | Click here to enter text. |
| 10.040 |  | The system should provide the ability to suppress certain data elements (e.g., addresses, party names, victim names, etc.). |  |  |  |  |  | Click here to enter text. |
| 10.041 |  | The system should provide for automatic logoff of the application after a pre-determined period of inactivity. |  |  |  |  |  | Click here to enter text. |
| 10.042 | \* | The system should provide the ability to define security levels (e.g., screen and field visibility and functional access) for specified categories of users. Once a category or role has had its security and access defined, the system should allow administrators to place specific users in the established roles, thus giving the user the security level and access of the category. The system should allow a single user to be assigned to multiple categories when applicable. If a user attempts to perform an action which is not permitted within their security role the system should prompt for "Administrative override" by someone who does have authority to perform that action. (e.g., an administrative authority could complete an action such as a void of a receipt). |  |  |  |  |  | Click here to enter text. |
| 10.043 |  | The system should not utilize options requiring exclusive access to system tables. |  |  |  |  |  | Click here to enter text. |
| 10.044 |  | The system should have the ability to provide custom menus showing only those functions associated to the security role of the user. |  |  |  |  |  | Click here to enter text. |
| 10.045 |  | System access should be tied to one or multiple court locations by user ID as defined in the security role for that user. (e.g., update/clerk authority in a given county with view only authority for all other counties). |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: CONFIGURATION, MAINTENANCE, SECURITY & DATA INTEGRITY | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Data Integrity** |  |  |  |  |  |  |
| 10.046 | \* | The system should ensure that only users with the appropriate security authorizations can delete records, including but not limited to: 1) Party records; 2) Party address records; 3) Charge/issue records; 4) Calendar settings; 5) Note records; 6) Alerts/flags/notifications; 7) Judicial assignment records; 8) Event/activity records and the associated free form text;; and 10) Citation records. |  |  |  |  |  | Click here to enter text. |
| 10.047 | \* | The system should ensure that when a single user action writes multiple records to the database, the deletion of the action (e.g., the record) should perform a cascading deletion of all records written as a function of the creation of that record. |  |  |  |  |  | Click here to enter text. |
| 10.048 |  | The system should keep a transaction log of deleted records. The log should be viewable and printable. |  |  |  |  |  | Click here to enter text. |
| 10.049 |  | The system should prohibit the deletion of any financial record, regardless of security levels. |  |  |  |  |  | Click here to enter text. |
| 10.050 |  | The system should prohibit the deletion of any case record (e.g., case number, filing date, user date/time stamps, case title, case status, assigned judge, case type/subtype), regardless of the user's security level. |  |  |  |  |  | Click here to enter text. |
| 10.051 |  | The system should provide backup and recovery/business continuity capabilities. |  |  |  |  |  | Click here to enter text. |
| 10.052 | \* | The system should not allow future dates in the following date fields: 1) Filing date; 2) Date of birth; 3) Date of death; 4) Disposition date; 5) Plea date; 6) Sentencing date; and 7) Charge/offense date. |  |  |  |  |  | Click here to enter text. |
| 10.053 | \* | The system should perform locally defined edit and data validation checks such as content of each individual data field (e.g., the proper format for a date). |  |  |  |  |  | Click here to enter text. |
| 10.054 | \* | The system should not default the current date into the following date fields: 1) Date of birth; and 2) Charge/offense date. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Audit Trails** |  |  |  |  |  |  |
| 10.055 | \* | The system should record a 'create' user/date/time stamp on every record. |  |  |  |  |  | Click here to enter text. |
| 10.056 | \* | The system should record a 'last modified' user/date/time stamp on every record. |  |  |  |  |  | Click here to enter text. |
| 10.057 |  | The system should maintain system-level viewable, printable transaction logs for all transactions, including modifications and deletions. These logs should contain: 1) User who made the entry/deletion; 2) Date/time of the entry/deletion; and 3) Record entered/deleted. |  |  |  |  |  | Click here to enter text. |
| 10.058 |  | The system should require secure passwords for all users. |  |  |  |  |  | Click here to enter text. |
| 10.059 |  | The system should provide the ability to view the allocation of funds. |  |  |  |  |  | Click here to enter text. |
| 10.060 |  | The system should produce a report by user, of all work done for a specific date range, including records created, records modified, all financial transactions, and records deleted. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Error Handling** |  |  |  |  |  |  |
| 10.061 |  | The system should ensure clarity of all system-generated messages, e.g., a full explanation of inputs that fail edit or data validation tests. |  |  |  |  |  | Click here to enter text. |
| 10.062 |  | The system should produce statistics on transactions received, transactions accepted, and transactions rejected over a specified period of time. |  |  |  |  |  | Click here to enter text. |
| 10.063 | \* | The system should return a user to the incomplete or invalid data fields when they attempt to save a screen without completing all of the required fields, or attempt to enter inappropriate values in data fields, accompanied by a text explanation indicating the reason of incompleteness or invalid data entry. (e.g., 4 digit date year required) |  |  |  |  |  | Click here to enter text. |
| 10.064 |  | The system should perform locally defined edit and data validation checks such as content of each individual data field (e.g., the proper format for a date). |  |  |  |  |  | Click here to enter text. |
| 10.065 | \* | The system should provide for code linkages to aid in error handling, (e.g., a closing code may not be entered subsequent to another closing code, without a reopen code between the closing codes.) |  |  |  |  |  | Click here to enter text. |
| 10.066 |  | The system should alert users when docket dates are way out of the ordinary, such as 2020 in a case where everything else is 2013. |  |  |  |  |  | Click here to enter text. |
| 10.067 | \* | The system should be able to incorporate certain existing code values. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: APPELLATE | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **Offerors must include an appellate case management system that is integrated into the statewide case management system. The outline below is a high level summary of the minimum functional features Idaho will need in an appellate case management system.** |  |  |  |  |  |  |
|  |  | **SUB FUNCTION: Case Information** |  |  |  |  |  | Click here to enter text. |
| 11.001 |  | The system should allow for a short case title showing abbreviated case information. |  |  |  |  |  | Click here to enter text. |
| 11.002 |  | The system should allow multiple appellate court locations, including: Unassigned, Supreme Court, Court of Appeals. |  |  |  |  |  | Click here to enter text. |
| 11.003 |  | The system should allow for a case type and sub-type with editable table. |  |  |  |  |  | Click here to enter text. |
| 11.004 |  | The system should be able to determine timeliness based on case type. |  |  |  |  |  | Click here to enter text. |
| 11.005 |  | The system should import basic information from the lower court, including: Judge; Judicial District; County; Case number, including a one click link to the trial court case information screen; Lower court final order date, notice of appeal filing date and Supreme Court filing date; 42-day timeliness; Field for assignment of case manager; and should also include all documents associated with the lower case. |  |  |  |  |  | Click here to enter text. |
| 11.006 |  | The system should allow for multiple argument term locations, including: Boise, Coeur d'Alene, Moscow, Lewiston, Twin Falls, Idaho Falls, Pocatello, and other configurable locations. If the field is blank, the system should default to Boise. |  |  |  |  |  | Click here to enter text. |
| 11.007 |  | The system should provide for a formal case title for use with case orders showing parties, lower court, and appellate court status, Plaintiff-Appellant, etc. The system should also provide the ability to edit and save the formal case title. |  |  |  |  |  | Click here to enter text. |
| 11.008 |  | The system should include the Case Name and Docket Number. |  |  |  |  |  | Click here to enter text. |
| 11.009 |  | The system should provide Party and Attorney information, including: Attorney screen showing all attorneys for appellant, respondent or pro se; email addresses imported for attorneys from State Bar, and the ability to add any interested party to case type. Additionally, the system should allow groups by case type: Add interested public to appellate case notification; automatically enroll parties based on case types; give parties ability to sign up for all cases of a particular type (e.g., DUI appeals or land transaction appeals). |  |  |  |  |  | Click here to enter text. |
| 11.010 |  | For usability, functional requirements listed above (11.01 to 11.09) should be accessible from a single screen. |  |  |  |  |  | Click here to enter text. |
| 11.011 |  | The system should allow or case / party searches by: party name; attorney's name; district judge; Idaho or Pacific citation number. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Register of Actions (ROA)** |  |  |  |  |  |  |
| 11.012 |  | The system should provide a transaction code based-ROA with the ability to add or remove ROA codes via editable tables. Application events are targeted entries which lead to a list of possible next steps in the processing system, and should drive ROA entries (i.e., filed appellant's brief automatically sets respondent's brief due in 28 days). |  |  |  |  |  | Click here to enter text. |
| 11.013 |  | The system should provide the ability to attach PDF or text-based documents to ROA entries, including audio or video files. |  |  |  |  |  | Click here to enter text. |
| 11.014 |  | The system should generate email notices based on ROA actions (i.e., ROA transaction codes generate automatic emails to case parties). |  |  |  |  |  | Click here to enter text. |
| 11.015 |  | The system should show/track currently pending items. |  |  |  |  |  | Click here to enter text. |
| 11.016 |  | The system should be able to distinguish between internal and external users of ROA information based on a security table/role. |  |  |  |  |  | Click here to enter text. |
| 11.017 |  | The system should allow for user-specific case notes that can be viewed only by the user or designees. |  |  |  |  |  | Click here to enter text. |
| 11.018 |  | The system should allow users to jump between case ROAs without going through the case information screen, or from any location in any case to the same location in another case. |  |  |  |  |  | Click here to enter text. |
| 11.019 |  | The system should provide the ability to search ROAs by transaction type or by date range, within one case or among multiple cases. |  |  |  |  |  | Click here to enter text. |
| 11.020 |  | The system should provide a printable ROA report, including: full case title, parties, attorneys, and ROA entries. |  |  |  |  |  | Click here to enter text. |
| 11.021 |  | The system should provide the ability to enter one ROA entry into multiple cases simultaneously (i.e., motions to suspend pending outcome of another appeal). |  |  |  |  |  | Click here to enter text. |
| 11.022 |  | The system should provide a unified system that can distinguish between trial court ROAs and the appellate court ROAs. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Records and Transcripts** |  |  |  |  |  |  |
| 11.023 |  | The system should track due dates, linking ROA entries to a due date screen. |  |  |  |  |  | Click here to enter text. |
| 11.024 |  | The system should provide links to judicial notices of prior district or appellate cases. |  |  |  |  |  | Click here to enter text. |
| 11.025 |  | The system should track electronic and physical records and transcripts when cases are assigned. |  |  |  |  |  | Click here to enter text. |
| 11.026 |  | The system should track extensions granted, as well as whether a case has passed established benchmarks. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Appellate Briefing** |  |  |  |  |  |  |
| 11.027 |  | The system should track due dates, linking ROA entries to a due date screen. |  |  |  |  |  | Click here to enter text. |
| 11.028 |  | The system should track extensions granted, as well as whether a case has passed established benchmarks. |  |  |  |  |  | Click here to enter text. |
| 11.029 |  | The system should provide a due date screen, with separate sections for hard and electronic copies. |  |  |  |  |  | Click here to enter text. |
| 11.030 |  | The system should provide links to scanned records. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Case Status** |  |  |  |  |  |  |
| 11.031 |  | The system should provide a status history showing all prior case statues and dates. |  |  |  |  |  | Click here to enter text. |
| 11.032 |  | The system should show current case status on every appellate CMS screen. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Due Date Screen** |  |  |  |  |  |  |
| 11.033 |  | The system should track due dates for Records, Transcripts, and appellate briefing. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Opinion Tracking** |  |  |  |  |  |  |
| 11.034 |  | The system should allow for panels with author and votes, including: per curiam votes; and the ability to add pro-tem justices/judges with effective dates. |  |  |  |  |  | Click here to enter text. |
| 11.035 |  | The system should allow for opinion citations, including Idaho cite and Pacific cite. |  |  |  |  |  | Click here to enter text. |
| 11.036 |  | The system should provide for a remittitur date with an attached copy of remittitur. |  |  |  |  |  | Click here to enter text. |
| 11.037 |  | The system should provide for email releases to specific parties based on case type, as well as an automatic Twitter/social media feed on the release of an opinion. |  |  |  |  |  | Click here to enter text. |
| 11.038 |  | The system should automatically track disposition memos, and allow justices/judges the ability to receive an email with a link to the voting screen to view recommendation, filings and voting information without having to log on to the case management system and navigate to the voting calendar. |  |  |  |  |  | Click here to enter text. |
| 11.039 |  | The system should provide an appellate court work queue for justices/judges showing: pending disposition memo votes; draft opinions for review; a schedule of cases assigned by date. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: APPELLATE | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Calendaring System** |  |  |  |  |  |  |
| 11.040 |  | The system should link calendars to ROA entries. |  |  |  |  |  | Click here to enter text. |
| 11.041 |  | The system should provide calendars specific to a term city. |  |  |  |  |  | Click here to enter text. |
| 11.042 |  | The system should allow for start times in 10 minute increments. |  |  |  |  |  | Click here to enter text. |
| 11.043 |  | The system should automatically populate the party's' Outlook calendars when hearings are scheduled. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Document Production** |  |  |  |  |  |  |
| 11.044 |  | The system should provide users the ability to initiate multiple editable forms, notices, and orders selected from a drop-down selection of transactions and events. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Electronic Notices** |  |  |  |  |  |  |
| 11.045 |  | The system should provide the ability to create email notices of ROA entries to be sent to a list of parties from a case. |  |  |  |  |  | Click here to enter text. |
| 11.046 |  | The system should allow a user to click on parties by type showing who will receive emails. |  |  |  |  |  | Click here to enter text. |
| 11.047 |  | The system should allow sending case notices with or without posting an ROA event. |  |  |  |  |  | Click here to enter text. |
| 11.048 |  | The system should generate a certificate of service showing the email address of documents sent, date and time, as well as mailing addresses, if applicable. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: APPELLATE | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Consolidated/Associated Cases** |  |  |  |  |  |  |
| 11.049 |  | The system should provide the ability to show consolidated and associated cases and provide internal links to such cases. |  |  |  |  |  | Click here to enter text. |
| 11.050 |  | The system should include a warning bar showing that the case has been consolidated or associated to another case. |  |  |  |  |  | Click here to enter text. |
| 11.051 |  | The system should automatically direct all entries to the older consolidated case once a case has been consolidated. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION Reminders** |  |  |  |  |  |  |
| 11.052 |  | The system should generate user-specific, case-based reminders, or just general reminders. |  |  |  |  |  | Click here to enter text. |
| 11.053 |  | The system should provide visual warning bars for overdue actions or past due filings (e.g., notice of appeal filed more than 42 days after final trial court order; petitions for review/rehearing filed more than 14 days after appellate court onions; motion for fees and costs). |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Reports** |  |  |  |  |  |  |
| 11.054 |  | The system should provide standard appellate reports as identified. |  |  |  |  |  | Click here to enter text. |
| 11.055 |  | The system should support ad hoc reporting capabilities. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Receipts** |  |  |  |  |  |  |
| 11.056 |  | The system should provide case filing/copy receipts linked to trial court financials. |  |  |  |  |  | Click here to enter text. |
| 11.057 |  | The system should be able to link filing fees and fees for preparation of appellate records and transcripts at the trial court level to the appellate CMS. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Stop Sign** |  |  |  |  |  |  |
| 11.058 |  | The system should include a text-based window where authorized users may leave an appropriate message that anyone opening the case would have to review before proceeding in the case. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Administration** |  |  |  |  |  |  |
| 11.059 |  | The system should allow the creation and editing of a table of ROA entries called application events. These transactions automatically drive the next step in the appellate process (e.g., a respondent's due date is automatically set when an appellant's brief is filed), or provide similar workflow capabilities. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: System Security** |  |  |  |  |  |  |
| 11.060 |  | The system should allow for table-based screen and transaction detail level security tables. |  |  |  |  |  | Click here to enter text. |
| 11.061 |  | The system should allow access to be set for the clerk's office, chambers, court staff, the public, etc. |  |  |  |  |  | Click here to enter text. |
| 11.062 |  | The system should allow attorney and law firm roles/setup tables. |  |  |  |  |  | Click here to enter text. |
| 11.063 |  | The system should allow for role-based security tables for the administrator. |  |  |  |  |  | Click here to enter text. |
| 11.064 |  | The system should allow for justice/judge conflict checks for parties, attorneys, and firms. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Audit Trail** |  |  |  |  |  |  |
| 11.065 |  | The system should provide a sequential listing of all updates to cases by user and by date. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Prior Transactions Trail** |  |  |  |  |  |  |
| 11.066 |  | The system should be able to scroll back through cases visited. |  |  |  |  |  | Click here to enter text. |
| 11.067 |  | The system should be able to have more than one session open at a time. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Quick Access** |  |  |  |  |  |  |
| 11.068 |  | The system should be able to jump from case to case from any point in the system. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: CHILD PROTECTION | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 12.001 |  | The system should comply with federal guidelines detailed in the Adoption and Safe Families Act (ASFA). |  |  |  |  |  | Click here to enter text. |
| 12.002 |  | The system should meet performance measurement requirements as defined in the Toolkit for Court Performance Measures in Child Abuse and Neglect Cases for tracking and reporting of child protection case elements for safety, permanency, due process, timeliness and education for hearings, findings, and outcomes for each child individually on each case. |  |  |  |  |  | Click here to enter text. |
| 12.003 |  | The system should be intuitive, and provide data entry for required data elements from the appropriate case screens i.e., hearing result related data from the hearing result area of the system, scheduling actions required available from the scheduling tab, and action data entry from the action tab, and ROA Action entry interface with the ROA tab. |  |  |  |  |  | Click here to enter text. |
| 12.004 |  | The system should provide the ability to view all cases for the parties, by judge or judges, county or counties, or statewide. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Case Processing** |  |  |  |  |  |  |
| 12.005 |  | The system should be able to track the hearing and permanency outcome of each child, individually, on each case. |  |  |  |  |  | Click here to enter text. |
| 12.006 |  | The system should allow the user to identify and track parents with different case timelines the ability to select a statewide view. |  |  |  |  |  | Click here to enter text. |
| 12.007 |  | The system should be able to track and monitor federally mandated time frames for hearings, findings, and outcomes for each child individually on each case and provide notification and automated workflow processes to ensure compliance |  |  |  |  |  | Click here to enter text. |
| 12.008 |  | The system should track reasons for case closure per child and other outcome information including aggravated circumstances, termination and adoption dates per parent and per child. |  |  |  |  |  | Click here to enter text. |
| 12.009 |  | The system should have calendaring functions to assist court in setting hearings in compliance with critical deadlines (system should be able to automatically calculate last date based upon key events) |  |  |  |  |  | Click here to enter text. |
| 12.010 |  | The system should be able to automate workflow; e.g. entry of permanency disposition automatically ends an interim placement. |  |  |  |  |  | Click here to enter text. |
| 12.011 |  | The system should allow the creation of linkages between parties, including family relationships, guardians ad litem, attorneys, etc. |  |  |  |  |  | Click here to enter text. |
| 12.012 |  | The system should provide visual reminders of the total days out of home, including across multiple, nonconsecutive placements; where child placed; goal to permanency; time to permanency. |  |  |  |  |  | Click here to enter text. |
| 12.013 |  | The system should provide the ability to link child protection cases with related Termination of Parental Rights (TPR), Adoptions, and juvenile delinquency cases, and juveniles that have been placed in foster care. |  |  |  |  |  | Click here to enter text. |
| 12.014 |  | The system should provide ability to track when a parent’s parental rights have been terminated and which parent has had their rights terminated. |  |  |  |  |  | Click here to enter text. |
| 12.015 |  | The system should provide ability to track data related to cases in which one or more children are American Indian or Alaska Native, including tribal membership and eligibility. |  |  |  |  |  | Click here to enter text. |
| 12.016 |  | The system should track reasons, including which party requested continuance, for case continuation hearing as a reportable data element. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Reporting** |  |  |  |  |  |  |
| 12.017 |  | The system should be able to report data by judge, county, district, and statewide. |  |  |  |  |  | Click here to enter text. |
| 12.018 |  | The system should be able to report data by child, parent and case with ability to view data by county or statewide. |  |  |  |  |  | Click here to enter text. |
| 12.019 |  | The system should be able to generate a pending case report. This is a warning report listing all pending CPA cases by judge, including: 1) Judge name; 2) Case number; 3) Child name; 4) Days in care; 5) Last ROA; 6) Last action date; 7) Last Action entered; 8) Next hearing date; and 9) Next hearing scheduled (description). |  |  |  |  |  | Click here to enter text. |
| 12.020 |  | The system should be able to report case elements out of compliance with performance measurement requirements. |  |  |  |  |  | Click here to enter text. |
| 12.021 |  | The system should be able to provide summary and detail reports (percentage of cases not timely, etc., detailed report case number and child name). |  |  |  |  |  | Click here to enter text. |
| 12.022 |  | The system should track and report unique child ID and unique party ID family number to monitor involvements in the statewide system to track reentry. |  |  |  |  |  | Click here to enter text. |
| 12.023 |  | The system should be able to immediately update reporting based case status (e.g. once status repaired, should not continue to be identified as an error). |  |  |  |  |  | Click here to enter text. |
| 12.024 |  | The system should track reasons for case closure. |  |  |  |  |  | Click here to enter text. |
| 12.025 |  | The system should allow for a configurable list of data elements (e.g., all hearings, and outcome information for each hearing which could be measured for timeliness in reports). |  |  |  |  |  | Click here to enter text. |
| 12.026 |  | The system should track and display or produce reports on relationship of specific cases and parties to one or more domestic relations service providers, child support agencies, child welfare agencies, other governmental agencies and other participants. |  |  |  |  |  | Click here to enter text. |
| 12.027 |  | The system should be able to track and report the current status of cases and individuals by multiple (ad hoc) criteria including but not limited to out of home placements for children (identified by parent) including long and short term foster care, placement with families and strangers, number of placements per child and length of each placement and state wards. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: ELECTRONIC FILING | Offeror Response | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Electronic Filing & Service** |  |  |  |  |  |  |
| 13.001 |  | The system should provide the ability to initiate a new case from imported data via an external database or application. |  |  |  |  |  | Click here to enter text. |
| 13.002 |  | The system should accept e-filings from designated judicial filers and self-litigants (Pro Se) according to local business rules. |  |  |  |  |  | Click here to enter text. |
| 13.003 |  | The system should authenticate filers using username and password. |  |  |  |  |  | Click here to enter text. |
| 13.004 |  | The system should allow filers to upload and attach one or more PDF or TIFF documents to the filing. |  |  |  |  |  | Click here to enter text. |
| 13.005 |  | The system should allow filers to check on the status of current or previous filings. |  |  |  |  |  | Click here to enter text. |
| 13.006 |  | The system should notify filers of the acceptance of their filings. |  |  |  |  |  | Click here to enter text. |
| 13.007 |  | The system should provide a historical audit log of all e-filing transactions. |  |  |  |  |  | Click here to enter text. |
| 13.008 |  | The system should provide a means to verify and maintain the integrity of all e-filing documents. |  |  |  |  |  | Click here to enter text. |
| 13.009 |  | The system should provide a hyperlink directly to the document for each case's electronic documents. |  |  |  |  |  | Click here to enter text. |
| 13.010 |  | The system should assign and maintain a unique identifier for each filing. |  |  |  |  |  | Click here to enter text. |
| 13.011 | \* | The system should provide a "smart docs" capability. Offeror should explain both the technical and business strategy for implementing "smart docs" capabilities. (See 13.011 - 13.0115 for minimum features) |  |  |  |  |  | Click here to enter text. |
| 13.012 | \* | The system should allow the filer to enter data in a semi-structured, wizard-like or template-based interface. |  |  |  |  |  | Click here to enter text. |
| 13.013 | \* | The system should provide the option to accept filings independent of forms. |  |  |  |  |  | Click here to enter text. |
| 13.014 | \* | The system should allow for official court forms to be recreated on-demand. |  |  |  |  |  | Click here to enter text. |
| 13.015 | \* | The system should provide the option to eliminate the need for manual metadata entry for scanned images and/or documents. |  |  |  |  |  | Click here to enter text. |
| 13.016 | \* | If the Idaho Judiciary elects not to host e-filing on premise, the offeror should provide an outsourced (cloud-based) option to host all hardware and software needed to support the acceptance and maintenance of electronic documents or filings. |  |  |  |  |  | Click here to enter text. |
| 13.017 | \* | If the Idaho Judiciary elects not to provide user training using existing or new staff, the offeror should provide an outsourced option to provide user training for the e-filing function. |  |  |  |  |  | Click here to enter text. |
| 13.018 | \* | If the Idaho Judiciary elects not to provide user support using existing or new staff, the offeror should provide an outsourced option to provide 24/7 user support for the e-filing function. |  |  |  |  |  | Click here to enter text. |
| 13.019 |  | The system should be device agnostic, allowing filers and users to access and submit information using computers, tablets and smartphones. |  |  |  |  |  | Click here to enter text. |
| 13.020 |  | The filer interface should be web based and fully functional on Internet Explorer, Firefox, Chrome and Safari browsers. |  |  |  |  |  | Click here to enter text. |
| 13.021 | \* | The system should include as many automated quality control checks as possible to ensure that documents filed electronically are correct and complete. |  |  |  |  |  | Click here to enter text. |
| 13.022 |  | The system should provide filers with a drop down list of all cases to which they are associated. |  |  |  |  |  | Click here to enter text. |
| 13.023 |  | The system should prevent non-parties to a case from filing documents in the case other than specifically approved documents (i.e., Motion to Intervene, Motion for Protective Order) and notify the non-party that they are unable to file such documents. |  |  |  |  |  | Click here to enter text. |
| 13.024 |  | The system should provide the filer a drop down list of document types (configurable by the AOC) from which s/he may choose an appropriate document name. If the appropriate document type is not listed, the filer should be able to select a generic category (e.g. "Other") and create a new document type. The choice should create the ROA entry for the case. |  |  |  |  |  | Click here to enter text. |
| 13.025 |  | The system should provide the ability to conduct automated scheduling of a next event based on the submitted filing. |  |  |  |  |  | Click here to enter text. |
| 13.026 |  | The system should create a work queue of all documents filed electronically to support the post-filing audit function by a clerk. |  |  |  |  |  | Click here to enter text. |
| 13.027 | \* | The system should provide a public portal for the access to and interaction with the filer. |  |  |  |  |  | Click here to enter text. |
| 13.028 |  | The system should provide an online application for the user to complete in order to participate in the Idaho Courts electronic filing system. |  |  |  |  |  | Click here to enter text. |
| 13.029 |  | The system's application process should require an applicant to certify that s/he has read the Idaho e-filing rules and agrees to abide by them. |  |  |  |  |  | Click here to enter text. |
| 13.030 |  | The system should issue an e-filing user ID and password once an application has been approved, and subsequently require the user to change the password to a combination of letters, numbers and characters meeting minimum requirements to be defined by the AOC. |  |  |  |  |  | Click here to enter text. |
| 13.031 |  | The system should provide the ability to accept and refresh email address updates on a periodic basis from an external entity (e.g. state bar). |  |  |  |  |  | Click here to enter text. |
| 13.032 |  | The system should create online post-conviction, habeas corpus and other forms for jail and prison inmates participating in the e-filing application. |  |  |  |  |  | Click here to enter text. |
| 13.033 |  | The system should incorporate a check box feature (similar to the federal court e-filing process) requiring a filer to certify before submitting a proposed filing that it and all attachments comply with Idaho court personally identifying information redaction requirements. |  |  |  |  |  | Click here to enter text. |
| 13.034 |  | The system should contain an option for a party submitting a document to request that the document be sealed. All motions to seal should be routed via an automated workflow to the appropriate person to classify the document as sealed or not sealed and an automatic notification should be sent to the requesting party. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Electronic Service** |  |  |  |  |  |  |
| 13.035 | \* | The system should support electronic service of documents. |  |  |  |  |  | Click here to enter text. |
| 13.036 |  | The system should generate a summons automatically upon the filing of a complaint, petition, or, upon request of the filer, upon the filing of a counterclaim or cross claim. |  |  |  |  |  | Click here to enter text. |
| 13.037 |  | The system should return on the notice of filing a list of the parties or persons to whom service was sent electronically and a list of parties or persons who are not participating in the case electronically. The system should inform the filer of the need to serve those individuals who are not participating in the case electronically and provide proof of service to the court. |  |  |  |  |  | Click here to enter text. |
| 13.038 |  | Service of subsequent filings should be accomplished electronically on all parties participating in a case electronically. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Payment of Filing Fees** |  |  |  |  |  |  |
| 13.039 |  | The system should determine whether a fee is associated with the filing of that document and whether a fee waiver order is already in place for this party in this case. |  |  |  |  |  | Click here to enter text. |
| 13.040 |  | The system should have a process for routing all fee waiver requests via an automated workflow to the appropriate court official for action. |  |  |  |  |  | Click here to enter text. |
| 13.041 |  | The system should allow automatic review of a motion for fee waiver or prisoner’s motion for partial payment of fees based on defined criteria and automatically grant or deny the waiver or order an appropriate partial payment of fee. |  |  |  |  |  | Click here to enter text. |
| 13.042 |  | The system should comply with Payment Card Industry (PCI) security standards and ensure that users’ credit/debit card transactions are secure and their privacy protected. |  |  |  |  |  | Click here to enter text. |
| 13.043 |  | The system should provide for the ability to charge an electronic filing fee to the filer and to collect the fee before accepting the filing, if such policy is chosen by the Idaho Judiciary. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: USABILITY | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 14.001 |  | The system should provide a minimal number of screens, allowing users with appropriate security to both enter data and retrieve that data from the same screen. |  |  |  |  |  | Click here to enter text. |
| 14.002 |  | The system should allow users to complete a function (e.g., receipt a bond, initiate a case, enter sentencing, etc.) on a single screen as a single process. |  |  |  |  |  | Click here to enter text. |
| 14.003 |  | The system should provide the ability to e-mail/print all reports generated by the application. |  |  |  |  |  | Click here to enter text. |
| 14.004 |  | The system should provide the ability to print all search results. |  |  |  |  |  | Click here to enter text. |
| 14.005 | \* | The system should provide built-in, configurable error checking during data entry (e.g., not allow a future date in a person's date of birth field, not allow a future date in a filing date field, not allow a future disposition date, etc.). |  |  |  |  |  | Click here to enter text. |
| 14.006 | \* | The system should provide consistent use of save commands, hot keys, lookup functions, etc., throughout the application. |  |  |  |  |  | Click here to enter text. |
| 14.007 |  | The system should provide for uniform navigation throughout the application via both key board commands and the mouse. |  |  |  |  |  | Click here to enter text. |
| 14.008 | \* | The system should provide for the ability to customize data entry screens to fit the users' workflow, (e.g., customize citation data entry to match the data elements on Idaho traffic citations), and eliminate data fields not applicable to Idaho or level of court. |  |  |  |  |  | Click here to enter text. |
| 14.009 | \* | The system should provide a case summary screen containing at least the following elements: 1) Case number; 2) Case title; 3) Case status; 4) Filing date; 5) Assigned judicial officers [both primary and secondary]; 6) Parties/participants; 7) Party attorneys; 8) Charges/issues; 9) Disposition information; 10) Calendar settings and their results; 11) Docket entries (i.e., case activities) and their results; 12) Time requirements (e.g., Rule dates); 13) Case/party alerts and notifications; 14) Warrant activities; and 15) Balances due. |  |  |  |  |  | Click here to enter text. |
| 14.010 |  | The system should provide an on-line screen specific data dictionary to users with appropriate security. |  |  |  |  |  | Click here to enter text. |
| 14.011 |  | The system should provide online application/screen help. |  |  |  |  |  | Click here to enter text. |
| 14.012 |  | The system should provide online field specific help and prompts to help users (e.g. list of codes and their translations). |  |  |  |  |  | Click here to enter text. |
| 14.013 |  | The system should allow for online application/screen help to be customized so as to fit local business rules and procedures. |  |  |  |  |  | Click here to enter text. |
| 14.014 |  | The system should provide the ability to launch administratively prepared training media from within the application. |  |  |  |  |  | Click here to enter text. |
| 14.015 |  | The system should provide spell check and automatic word wrapping in all free-form text fields. |  |  |  |  |  | Click here to enter text. |
| 14.016 |  | The county code in the case number should default to the local county code on any inquiry or update screen where a case number is entered. The default should be based upon the user ID, when there is only one association. |  |  |  |  |  | Click here to enter text. |
| 14.017 |  | The system should provide the ability to associate multiple locations to a user. |  |  |  |  |  | Click here to enter text. |
| 14.018 |  | Once a case number is entered, the case number should follow from screen to screen, with override ability. |  |  |  |  |  | Click here to enter text. |
| 14.019 |  | The system should provide the ability to reorder/sort search results by any of the data elements returned in the search, (e.g., case number, filing date, disposition date, case title, etc.) on all search functions. |  |  |  |  |  | Click here to enter text. |
| 14.020 |  | The system should display the case number, case title, case status, assigned judge and/or non-judicial court personnel assigned on all case information/entry screens. |  |  |  |  |  | Click here to enter text. |
| 14.021 | \* | The system should display lists of actions/tasks/events due on a specific date/date range that allow users to navigate through the application to complete those required activities. |  |  |  |  |  | Click here to enter text. |
| 14.022 |  | The system should display and store all dates in a four digit year format. |  |  |  |  |  | Click here to enter text. |
| 14.023 |  | The system should allow for entry of a two digit year, and convert it to the four year format. |  |  |  |  |  | Click here to enter text. |
| 14.024 |  | The system should be able to handle leap years in all date, time standards, and tickler and sentencing calculations, etc. and should recognize weekends and official court holidays as closed court days. |  |  |  |  |  | Click here to enter text. |
| 14.025 |  | The system should allow for all query results to be viewed using slide bars, and should not require paging. |  |  |  |  |  | Click here to enter text. |
| 14.026 |  | The system should display a 'total number of results found' on all query screens. |  |  |  |  |  | Click here to enter text. |
| 14.027 | \* | The system should provide the ability during data entry, to open one or more additional screens to perform searches etc., allowing the user to return to the original data entry screen, complete the data entry and save the record, without loss of data. |  |  |  |  |  | Click here to enter text. |
| 14.028 |  | The system should have the ability to delete multiple events from a case as a single transaction based upon configurable security driven allowances. |  |  |  |  |  | Click here to enter text. |
| 14.029 | \* | The system should distinguish between optional and mandatory data entry fields and display the mandatory fields prominently. |  |  |  |  |  | Click here to enter text. |
| 14.030 |  | The system should provide the capability to cut and paste text from external documents to internal documents or text fields. |  |  |  |  |  | Click here to enter text. |
| 14.031 |  | The system should provide the ability to require a single standard process for entry of data (e.g., one way to create and enter a citation to an existing case, one way to create a receipt, etc.). |  |  |  |  |  | Click here to enter text. |
| 14.032 |  | The system should provide the ability to calculate dates/ number of days, by allowing users to enter either a date and a number of days, or by entering two dates (e.g., the ability to calculate 182 days from a specific date, or the ability to calculate the number of days between two specific dates). |  |  |  |  |  | Click here to enter text. |
| 14.033 | \* | The system should have capability to record/image certain administrative information without the necessity of creating a case, (e.g., administrative orders, oaths of office, wills kept on file, search warrants that never result in a case). The functionality must provide for configurable security levels to establish how the information is shared and associated with a case when/if it should be filed relating to the associated document. (A "file cabinet" associated to the name.) |  |  |  |  |  | Click here to enter text. |
| 14.034 |  | The system should allow users to be able to associate non-case information with a person/business or an established case number, but should not be required to make those associations. |  |  |  |  |  | Click here to enter text. |
| 14.035 |  | The system should provide the capability to search and retrieve non-case information (e.g. items listed in 14.033). |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: PUBLIC ACCESS PORTAL | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 15.001 | \* | The system should provide a web-based interface accessible from the Internet for access to the status of court cases and associated information. |  |  |  |  |  | Click here to enter text. |
| 15.002 | \* | The system should provide for the ability to reflect near real-time changes made to the court record on the public access / repository site. |  |  |  |  |  | Click here to enter text. |
| 15.003 |  | Access to data via the public access portal / repository should only display data allowable via Idaho Court Administrative Rule 32 (ICAR 32) for general public users.  For other users who have extended access rights, the individuals should be required to sign in with an authorized user ID and password in order to view the appropriate case data/information as permitted in their user configuration / role. |  |  |  |  |  | Click here to enter text. |
| 15.004 |  | The public access / repository site should be available to an unlimited number of end users to support general public accessibility as well as numerous extended access users. |  |  |  |  |  | Click here to enter text. |
| 15.005 |  | The system should provide the ability to define data available for public access. |  |  |  |  |  | Click here to enter text. |
| 15.006 |  | The system should provide the ability to define data available for extended access users such as state's attorneys, government entities and other authorized extended users (not available to general public). |  |  |  |  |  | Click here to enter text. |
| 15.007 |  | For extended access users, the public access portal should recognize such users' profile permission sets and display the appropriate data for that specific user. |  |  |  |  |  | Click here to enter text. |
| 15.008 |  | The system should enable users to conduct the following searches, at a minimum, via the public access site: search by name, search by case number/type, and search by court calendar. |  |  |  |  |  | Click here to enter text. |
| 15.009 |  | The system should provide for advanced search capabilities to include search operators, probabilistic logic (approximate rather than fixed or exact), and wildcard searches. |  |  |  |  |  | Click here to enter text. |
| 15.010 |  | The system should provide the ability to view a current and accurate Court calendar on the Internet and to link to the case documents (e.g. briefs). |  |  |  |  |  | Click here to enter text. |
| 15.010 |  | The system should provide the ability to export searched Court calendar information to a standard calendar file (e.g., .ical, .ics, .vcal, etc.). |  |  |  |  |  | Click here to enter text. |
| 15.011 |  | The system should provide the ability to search, at a minimum, court calendar by county/court, attorney, judges, and/or date range. |  |  |  |  |  | Click here to enter text. |
| 15.012 |  | The public site should allow for links to other court approved websites. |  |  |  |  |  | Click here to enter text. |
| 15.013 |  | The public site should contain a map of Idaho outlining county jurisdictional areas (which will identify the county courts).  The site should also include the address and telephone number for the court in each jurisdiction. |  |  |  |  |  | Click here to enter text. |
| 15.014 |  | The public site should provide defined court statistical reporting for the public.  The reports should have the ability to be run by county, district or statewide, and by magistrate or district jurisdiction.  The reports should allow the user to enter a date range (not longer than one year).  These reports should include:  cases pending; cases disposed; cases filed; dispositions by statute; filings by statute; and hearing results. |  |  |  |  |  | Click here to enter text. |
| 15.015 |  | The system should permit for an application process for users requesting extended access that need greater access to data than the general public is permitted. This should include an online application request, approval and notification process. |  |  |  |  |  | Click here to enter text. |
| 15.016 |  | Party master searches should not display names to public access users for people/parties in which their role on the case is "victim".  Extended access users who are entitled to see sealed case information should be able to search the information to include both victims and litigants when signed on via the proper account with the appropriate role configuration. |  |  |  |  |  | Click here to enter text. |
| 15.017 |  | The names of litigants should not appear in the public access view for cases which are sealed. |  |  |  |  |  | Click here to enter text. |
| 15.018 |  | The public access view of sealed case information (or information which is excluded from public disclosure via Idaho Court Administrative Rule 32) should only display the case number and the verbiage "Case sealed by court rule or judicial order."  Full information related to sealed cases should be presented for view to extended access users who have the appropriate authority / access rights. |  |  |  |  |  | Click here to enter text. |
| 15.019 |  | Cases in which certain documents are exempt from disclosure (via Idaho Court Administrative Rule 32) should display all register of action listings and include a banner which would advise the public access view that "Certain documents are exempt from disclosure per ICAR 32." |  |  |  |  |  | Click here to enter text. |
| 15.020 |  | The system should provide a secure means by which court images and/or documents can be published to and accessed by authorized users via the public access portal / repository. Access to documents should adhere to the security configuration by user role, according to ICAR 32. |  |  |  |  |  | Click here to enter text. |
| 15.021 | \* | The public access portal view of the ROA should show if there are documents available associated with the entries. |  |  |  |  |  | Click here to enter text. |
| 15.022 | \* | The system should provide an on-line mechanism for access to, and payment for, document viewing and/or downloading. |  |  |  |  |  | Click here to enter text. |
| 15.023 | \* | The system should be capable of providing an on-line mechanism to assess fees for access to the portal (i.e., by subscription, per search, etc.). |  |  |  |  |  | Click here to enter text. |
| 15.024 |  | Specific to subscription-based users, the system should be capable of registering and tracking subscriptions to include balances. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Security & Privacy Controls** |  |  |  |  |  |  |
| 15.025 |  | The system should have role-based authentication. |  |  |  |  |  | Click here to enter text. |
| 15.026 |  | Security levels for external users should be configurable by user ID, profile, role, group, and/or organizational units, specifically for extended access users. |  |  |  |  |  | Click here to enter text. |
| 15.027 |  | Public access portal / repository user and profile setup should be limited to a set of specific Court users who have the highest level of permissions to create, modify or delete users. |  |  |  |  |  | Click here to enter text. |
| 15.028 | \* | Security access (e.g. roles, users, etc.) for the public access portal should be contained and/or integrated with the CMS system and/or the identity/access management system used by the CMS. |  |  |  |  |  | Click here to enter text. |
| 15.029 |  | When a new extended user access is provided an initial account and password, the system should prompt the user to change their password on initial sign on and at regular defined intervals thereafter.  If the password is not changed as instructed, the system should block extended access to the portal. |  |  |  |  |  | Click here to enter text. |
| 15.030 |  | The system should enforce password requirements as determined by the Court (including but not limited to complexity, password expiration, re-use, etc.). |  |  |  |  |  | Click here to enter text. |
| 15.031 | \* | The system should include an appropriate security mechanism to prevent data mining from other computer systems.  This mechanism should only be enabled for general public access, not for authorized extended user access. |  |  |  |  |  | Click here to enter text. |
| 15.032 |  | Any external user/system which attempts to bypass the security mechanism used in 15.029 should be restricted from accessing the public access portal. |  |  |  |  |  | Click here to enter text. |
| 15.033 | \* | The system should be configured to use secure communication channels (e.g., SSL, TLS). |  |  |  |  |  | Click here to enter text. |
| 15.034 |  | The system should follow Open Web Application Security Project (OWASP) standards. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: PUBLIC ACCESS PORTAL | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Metrics & Accessibility** |  |  |  |  |  |  |
| 15.035 | \* | System should provide detailed logging and performance metrics, including, but not limited to:   \* Reporting  \* Monitoring  \* Analytics  \* Usage |  |  |  |  |  | Click here to enter text. |
| 15.036 |  | The system should adhere to Web Content Accessibility Guidelines. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Technical Requirements** |  |  |  |  |  |  |
| 15.037 |  | The system should maintain compliance with current and future web technology standards as set by the World Wide Web Consortium (W3C). |  |  |  |  |  | Click here to enter text. |
| 15.038 | \* | The system should operate on a standard web platform. |  |  |  |  |  | Click here to enter text. |
| 15.039 |  | The system should be tested, maintained, and remain fully compatible with any changes resulting from the court management system (system upgrades, software updates, etc.) |  |  |  |  |  | Click here to enter text. |
| 15.040 |  | The system should provide the ability for appropriate Court personnel to edit content. |  |  |  |  |  | Click here to enter text. |
| 15.041 |  | The system should provide the ability to set a time out of each web user's session. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: JURY MANAGEMENT | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
| 16.001 |  | The jury management functionality and/or module should provide all general functionality and maturity, reasonably expected for full integration and/or interfacing with a court case management system utilized by an entire state, or by equivalence, multiple large jurisdictions. |  |  |  |  |  | Click here to enter text. |
| 16.002 |  | The court management system should allow for integration and/or interfacing with another existing JMS and should exchange juror information accordingly. |  |  |  |  |  | Click here to enter text. |
| 16.003 |  | The system should allow for another existing JMS the ability to retrieve information from the court management system without duplicate data entry and vice versa. |  |  |  |  |  | Click here to enter text. |
| 16.004 |  | The system should meet legal requirements of Idaho regarding confidentiality and allow protection of jury information while maintaining confidentiality. |  |  |  |  |  | Click here to enter text. |
| 16.005 |  | The system should be integrated with an Interactive Voice Response (IVR) that allows general call-in information and IVR service 24 hours per day and provides IVR for confirmation, postponements, and to report on exemptions, and to give instructions on how to obtain excusals etc. |  |  |  |  |  | Click here to enter text. |
| 16.006 |  | The system should electronically accept information from outside sources which populate the jury master list. |  |  |  |  |  | Click here to enter text. |
| 16.007 |  | The system should provide a method to prevent duplicate entries in the JMS from the various lists and should provide a report of possible matches that require human inspection using name, social security number, and date of birth. |  |  |  |  |  | Click here to enter text. |
| 16.008 |  | The system should provide a method to flag persons called for jury duty and who have served within the past 2 years or with other disqualifications from jury service. |  |  |  |  |  | Click here to enter text. |
| 16.009 |  | The system should permit updating of the source list as needed by the court. |  |  |  |  |  | Click here to enter text. |
| 16.010 |  | The system should assign non-repeating panel and juror numbers. |  |  |  |  |  | Click here to enter text. |
| 16.011 |  | The system should provide the ability to link and/or integrate scannable juror questionnaires. |  |  |  |  |  | Click here to enter text. |
| 16.012 |  | The system should provide scanning and storage capability for juror questionnaires and allow for a printed list of juror biographical information for use in voir dire with access to information controlled by permissions. |  |  |  |  |  | Click here to enter text. |
| 16.013 |  | The system should permit use of prepared forms with bar codes, including on badges and parking stubs on the summons. |  |  |  |  |  | Click here to enter text. |
| 16.014 |  | The system should provide the ability to generate random alphabetical and numerical lists of jurors. |  |  |  |  |  | Click here to enter text. |
| 16.015 |  | The system should generate all court defined notices/forms and have the ability to send and submit electronically. A public link to access relevant forms should be available. |  |  |  |  |  | Click here to enter text. |
| 16.016 |  | The system should track returned notices, e.g., incorrect address, deceased, etc. |  |  |  |  |  | Click here to enter text. |
| 16.017 |  | The system should provide for an automated follow-up for non-responders. |  |  |  |  |  | Click here to enter text. |
| 16.018 |  | The system should produce court defined management/summary reports (e.g., utilization or yield) and other custom juror statistical reports. |  |  |  |  |  | Click here to enter text. |
| 16.019 |  | The system should link to a dedicated ATM for jurors (e.g., jurors enter their ID number and are paid in cash). |  |  |  |  |  | Click here to enter text. |
| 16.020 |  | The system should allow for ACH payments to jurors and allow for secure, online entry of required information (e.g., bank account numbers, routing numbers) |  |  |  |  |  | Click here to enter text. |
| 16.021 |  | The system should allow jurors to waive fee or to contribute to a donor program by applying the jury fee online. |  |  |  |  |  | Click here to enter text. |
| 16.022 |  | The system should provide accounting and invoicing for reimbursement to the county for juror costs using court defined rules. |  |  |  |  |  | Click here to enter text. |
| 16.023 |  | The system should have the ability to randomly select jurors for pool assignment. |  |  |  |  |  | Click here to enter text. |
| 16.024 |  | The system should have the ability to define a jury pool with dates of service and number of jurors. |  |  |  |  |  | Click here to enter text. |
| 16.025 |  | The system should have the ability to assign a specific name or number to a jury pool. |  |  |  |  |  | Click here to enter text. |
| 16.026 |  | The system should have the ability to schedule jury pools. |  |  |  |  |  | Click here to enter text. |
| 16.027 |  | The system should have the ability to manually create a jury pool and manually assign jurors to it. |  |  |  |  |  | Click here to enter text. |
| 16.028 |  | The system should have the ability to print jury summons with or without qualification form. |  |  |  |  |  | Click here to enter text. |
| 16.029 |  | The system should have the ability to create jury summons which contains barcode to identify juror and assigned pool and which permits check-in and registering jurors when summoned. |  |  |  |  |  | Click here to enter text. |
| 16.030 |  | The system should have the ability to generate a check-in report with barcodes for checking-in/registering jurors on their actual days of service, as well as generates a report for payment of fees and mileage. |  |  |  |  |  | Click here to enter text. |
| 16.031 |  | The system should have the ability to manually check-in/register jurors on their actual days of service. |  |  |  |  |  | Click here to enter text. |
| 16.032 |  | The system should permit the user to excuse a juror from service and to reschedule juror dates of service permanently or for a fixed period. |  |  |  |  |  | Click here to enter text. |
| 16.033 |  | The system should have the ability to set juror status (e.g. checked in, hold, pending, no show, dismissed, etc.) and ability to distinguish jurors who are seated on a jury from those who have been oriented but not seated. |  |  |  |  |  | Click here to enter text. |
| 16.034 |  | The system should have the ability to randomly create a scrambled sub-pool from a larger pool of called jurors (e.g. a struck jury system). |  |  |  |  |  | Click here to enter text. |
| 16.035 |  | The system should provide the ability to associate a single sub-pool with a particular judge for a given date and time. |  |  |  |  |  | Click here to enter text. |
| 16.036 |  | The system should have the ability to assign multiple sub-pools to a single judge by name or initials. |  |  |  |  |  | Click here to enter text. |
| 16.037 |  | The system should have the ability to set the number of jurors for a sub-pool and move jurors from one sub-pool to another sub-pool to allow moving jurors from one courtroom to another as needed. |  |  |  |  |  | Click here to enter text. |
| 16.038 |  | The system should have the ability to randomly select jurors from a larger pool for a sub-pool. |  |  |  |  |  | Click here to enter text. |
| 16.039 |  | The system should have the ability to create and print a list of jurors in a sub-pool including their name and contact information. |  |  |  |  |  | Click here to enter text. |
| 16.040 |  | The system should have the ability to track juror empanelment. |  |  |  |  |  | Click here to enter text. |
| 16.041 |  | The system should have the ability to maintain history of juror activity (summons, pools, service, attendance status, etc.). |  |  |  |  |  | Click here to enter text. |
| 16.042 |  | The system should provide the ability to merge jury data with forms (summons, verification letters, notice to employer, etc.) created with various word processing applications (e.g., Word, WordPerfect, etc.). |  |  |  |  |  | Click here to enter text. |
| 16.043 |  | The system should have the ability to print name, address and juror number or juror questionnaire if needed or if mailed at the same time as the juror summons. |  |  |  |  |  | Click here to enter text. |
| 16.044 |  | The system should have the ability to add multiple court locations for selection, check-in, and trial assignments. |  |  |  |  |  | Click here to enter text. |
| 16.045 |  | The system should have the ability to calculate mileage based on address of juror and address of court location. |  |  |  |  |  | Click here to enter text. |
| 16.046 |  | The system should have the ability to calculate juror's pay based on the number of days of service and mileage, and also track whether juror pay was given to the juror or donated to the jury fund. |  |  |  |  |  | Click here to enter text. |
| 16.047 |  | The system should have the ability to calculate miscellaneous expenses, such as parking, and other forms of expenses (bus and taxi). |  |  |  |  |  | Click here to enter text. |
| 16.048 |  | The system should have the ability to select manually a range of numbers or individual juror numbers in a particular panel to print labels and addresses. |  |  |  |  |  | Click here to enter text. |
| 16.049 |  | The system should allow a potential juror to fill out an on-line questionnaire and survey regarding the juror's service experience. |  |  |  |  |  | Click here to enter text. |
| 16.050 |  | The system should allow a potential juror to check their status via an on-line (Internet-based) interface, to include requests for deferment or excusal. |  |  |  |  |  | Click here to enter text. |
| 16.051 |  | The system should provide the ability to respond to a juror's status via e-mail and electronically distribute juror lists, with configurable formatting options, to attorneys. |  |  |  |  |  | Click here to enter text. |
| 16.052 |  | The system should integrate with an address verification system to verify validity and accuracy of jurors' addresses. The juror addresses should be transferrable / exportable to other systems. |  |  |  |  |  | Click here to enter text. |
| 16.053 |  | The system should provide an alert for answers to questionnaires or potential juror problems as set by court rules. |  |  |  |  |  | Click here to enter text. |
| 16.054 |  | The system should allow for transfer of jury pool data to the Court Processing and/or Judicial Workbench and provide intuitive tools for the process of voir dire and trial processing. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: JUDICIAL WORKBENCH | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: General Requirements** |  |  |  |  |  |  |
| 17.001 |  | The system should provide timely access to the register of actions, all filings, document images, exhibits and court rulings and events in a case at the trial court or appellate level. |  |  |  |  |  | Click here to enter text. |
| 17.002 |  | The system should have easy-to-use interface designed to function with both touch screen and mouse and keyboard. |  |  |  |  |  | Click here to enter text. |
| 17.003 | \* | The system should be seamlessly integrated with case management software. |  |  |  |  |  | Click here to enter text. |
| 17.004 |  | The system should automate the capture of exhibits and in-courtroom data, including documents, audio, and video. |  |  |  |  |  | Click here to enter text. |
| 17.005 | \* | The system should easily generate court orders and other documents, allow for secure electronic signing and automate filing and electronic service of orders. |  |  |  |  |  | Click here to enter text. |
| 17.006 |  | The system should allow for high-speed, full text searches within a document and across all documents for a particular case. |  |  |  |  |  | Click here to enter text. |
| 17.007 |  | The system should allow the user to add notes and bookmarks to cases, documents and text without modifying the official record. Security of the notes and bookmarks should be configurable and function or user specific and allow editing one and/or more judges. |  |  |  |  |  | Click here to enter text. |
| 17.008 |  | The workspace should be uncluttered, intuitive and user configurable. |  |  |  |  |  | Click here to enter text. |
| 17.009 |  | The system should have the ability to capture critical information, data, text blocks and images from documents and store it with the case for easy access. |  |  |  |  |  | Click here to enter text. |
| 17.010 | \* | The system should be accessible by the judge from the bench, in the office, at home and while traveling. |  |  |  |  |  | Click here to enter text. |
| 17.011 |  | The system should be device- and operating system-agnostic, allowing use from tablet computing devices using Microsoft, Android or Apple operating systems. Some functionality, including access to calendars, viewing filings and signing of orders, should be available on mobile devices to include Android and iOS cell phones. |  |  |  |  |  | Click here to enter text. |
| 17.012 |  | The system should include easy access to links for research tools for statute, rule, case and general research. |  |  |  |  |  | Click here to enter text. |
| 17.013 | \* | The system should have data redundancy allowing continued access and use if connection to the network is lost. |  |  |  |  |  | Click here to enter text. |
| 17.014 |  | The system should allow access to statewide, district wide, county wide and court wide administrative information, such as contact information for judges and staff, communications from judicial leadership, judicial committee assignments and tasks, local court news, judicial education opportunities and resources, court administrative events, travel policies and procedures, and security bulletins and procedures. |  |  |  |  |  | Click here to enter text. |
| 17.015 |  | Error messages should be presented in plain language, rather than codes, that are meaningful to the user. |  |  |  |  |  | Click here to enter text. |
| 17.016 |  | The system should have context-appropriate and searchable on-line help system. |  |  |  |  |  | Click here to enter text. |
| 17.017 |  | The system should allow search for individuals by individual or combination of data elements, such as first name, last name, address, social security number, and birth day, and should allow "fuzzy" or "sounds like" searches. |  |  |  |  |  | Click here to enter text. |
| 17.018 |  | The system should allow searches based on common misspellings, different spellings of name (John/Jon), punctuation or absence of punctuation (Oreilly/O'Reilly) and common name contractions or nicknames (Thomas/Tom, John/Johnny). |  |  |  |  |  | Click here to enter text. |
| 17.019 |  | The system should have a spelling checker for notes and documents. |  |  |  |  |  | Click here to enter text. |
| 17.020 |  | The system should prevent access by unauthorized persons and facilitate access by authorized persons according to a defined set of permission levels. |  |  |  |  |  | Click here to enter text. |
| 17.021 |  | The system should allow the user to generate e-mails and text messages and should have the ability to create automatic e-mail alerts to parties, attorneys, clerks, other judges and other persons and should have the capability of also creating text message alerts. |  |  |  |  |  | Click here to enter text. |
| 17.022 |  | The system should provide a self-directed tutorial with animated illustrations for new users. |  |  |  |  |  | Click here to enter text. |
| 17.023 |  | The system should have the ability to attach research memos and other documents to a case without making them part of the official record, and which are text-searchable. |  |  |  |  |  | Click here to enter text. |
| 17.024 |  | The system should have the ability for trial courts to access the appellate CMS and appellate courts to access the district court CMS so the status of cases can be determined by either court at either level and orders and documents in each type of case should appear when viewing the case at either court. |  |  |  |  |  | Click here to enter text. |
| 17.025 |  | The user should have the ability to create documents which are not part of the record but are stored with the case file, such as bench memos or draft opinions. This includes the ability to create drafts that can be amended or modified. |  |  |  |  |  | Click here to enter text. |
| 17.026 |  | The system should allow the creation of tasks, ticklers and alerts for case-related, docket, and personal future events. |  |  |  |  |  | Click here to enter text. |
| 17.027 |  | Individual users should be able to route cases to other users' work queues. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Trial Court Requirements** |  |  |  |  |  |  |
| 17.028 |  | The system should provide at-a-glance views into supporting systems such as the county jail system and Department of Corrections, financial case data, the Idaho Department of Transportation driver’s license database, Department of Health and Welfare child support enforcement database. |  |  |  |  |  | Click here to enter text. |
| 17.029 | \* | The system should have a mechanism for the courtroom assistant and support staff to locate information and documents and push them to the judge's screen. |  |  |  |  |  | Click here to enter text. |
| 17.030 |  | The system should have a library of standard forms/form types and, where permitted by court rules, allow for easy creation, editing and customization of individual orders. |  |  |  |  |  | Click here to enter text. |
| 17.031 |  | The system should have easy access to search for related cases and the ability to search by word or search string within related cases. |  |  |  |  |  | Click here to enter text. |
| 17.032 |  | The system should be able to display calendars and cases of the judge across different courtrooms and different counties and allow the user with appropriate permissions to easily work with cases, dockets and calendars from different courts or counties. |  |  |  |  |  | Click here to enter text. |
| 17.033 | \* | The system should allow the judge or in-court assistant to "push" images and documents to displays for attorneys, jurors and other participants. |  |  |  |  |  | Click here to enter text. |
| 17.034 |  | The system should allow search for and access to documents within a particular docket, a type of docket, a particular case, or a grouping of cases. |  |  |  |  |  | Click here to enter text. |
| 17.035 |  | The system should allow access to cases in a docket based on a choice of sequences, including case number, age of case, priority of case as determined by user, attorney cases first, self-represented cases first, public defender cases, need for interpreter, or cases with a particular party or attorney. |  |  |  |  |  | Click here to enter text. |
| 17.036 |  | The system should allow re-sequencing or filtering of cases remaining on a docket at any time. |  |  |  |  |  | Click here to enter text. |
| 17.037 |  | The system should alert the user of important information about a case or person in an easily-visible notice. |  |  |  |  |  | Click here to enter text. |
| 17.038 |  | The system should be capable of displaying summary case information appropriate to the case type, as well as extended information, in customizable tabs. Such information should include parties, charges, case history, need for interpreter, time standards, scheduled events, service history, case financial history, bonds, warrants, FTA history, crime victims, restraining/protection/no-contact orders, related cases, substance use test results, treatment, judge notes and clerk notes. |  |  |  |  |  | Click here to enter text. |
| 17.039 |  | The system should allow the user to easily access more details about a given case, such as docket/minute entries, party and attorney contact information, documents, sealed documents, and history of continuances. |  |  |  |  |  | Click here to enter text. |
| 17.040 |  | The system should allow a user with permission to easily access more details about any participant, such as bond status, custody status, fine payment history, other current and past cases with the same party, criminal and juvenile court history, and identity of parent or guardian. |  |  |  |  |  | Click here to enter text. |
| 17.041 |  | The system should allow the user to view and edit proposed orders that have not yet been signed or entered. |  |  |  |  |  | Click here to enter text. |
| 17.042 |  | The system should allow easy and quick data entry from the bench by the judge or a courtroom assistant. |  |  |  |  |  | Click here to enter text. |
| 17.043 |  | The system should allow the user to see and respond to case-related and administrative notifications. |  |  |  |  |  | Click here to enter text. |
| 17.044 |  | The system should facilitate a docket call or roll call and allow flagging files and parties for bond forfeiture, warrant or other action. |  |  |  |  |  | Click here to enter text. |
| 17.045 |  | The system should allow the user to add a case to a docket while court is in session. |  |  |  |  |  | Click here to enter text. |
| 17.046 |  | The system should have the ability to show a jury seating chart capable of displaying the identity of each juror called for voir dire and each seated juror. |  |  |  |  |  | Click here to enter text. |
| 17.047 |  | In a criminal case, the system should identify if another defendant is charged in the same incident or offense and have the ability to link the cases. |  |  |  |  |  | Click here to enter text. |
| 17.048 |  | The system should have the ability to attach a note to multiple cases, such as a group of cases that are subject to a global resolution. |  |  |  |  |  | Click here to enter text. |
| 17.049 |  | The system should provide access to a comprehensive reporting function for case management data, and should be flexible to meet the reporting needs of individual judicial districts and counties. |  |  |  |  |  | Click here to enter text. |
| 17.050 |  | The system should allow the user to create a document with hyperlinks to other documents in the record and to specific locations or marks in other documents. |  |  |  |  |  | Click here to enter text. |
| 17.051 |  | The system should comply with Section 508 of the Rehabilitation Act of 1973 (as amended), which lists standards necessary to make electronic and information technology accessible to persons with disabilities. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: JUDICIAL WORKBENCH | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Appellate Court Requirements** |  |  |  |  |  |  |
| 17.052 |  | The system should provide an appellate court work queue for justices/judges showing: pending disposition memo votes; draft opinions for review; a schedule of cases assigned by date. |  |  |  |  |  | Click here to enter text. |
| 17.053 |  | The system should notify the user of a pending motion or petition which requires the user's vote and enable the user to easily access the related documents and the recommended resolution. |  |  |  |  |  | Click here to enter text. |
| 17.054 |  | The user should be able to indicate a vote on any pending motions or petitions, and the vote, together with any accompanying comments, should automatically be transferred to all other judges or justices assigned on the same case. |  |  |  |  |  | Click here to enter text. |
| 17.055 |  | When a draft opinion is ready to circulate among other judges or justices, the opinion should be given a tracking number by the appellate CMS and then an automated-mail notification should be generated to each judge or justice on the case notifying them that an opinion is pending in their work queue. |  |  |  |  |  | Click here to enter text. |
| 17.056 |  | The user should be able to easily access any draft opinions in the work queue and be able to link to the appellate case, including all pleadings, documents, exhibits, bench memos and the user's notes in the case. |  |  |  |  |  | Click here to enter text. |
| 17.057 |  | The system should allow the judge or justice reviewing a draft opinion to then indicate a vote on the opinion, together with any comments, which is then automatically sent to all other judges or justices on that case. |  |  |  |  |  | Click here to enter text. |
| 17.058 |  | The system should allow for a user to click on an embedded, direct link where a cite to the record and/or to a case is identified. |  |  |  |  |  | Click here to enter text. |
| 17.059 |  | The system should show author and author's comments. |  |  |  |  |  | Click here to enter text. |
| 17.060 |  | The system should route votes electronically to other justices/judges, and should permit information on one pending motion, petition or opinion to be routed to court members for their comments, views and votes and then routed to a third location for processing / publishing. This should integrate with the appellate workbench. |  |  |  |  |  | Click here to enter text. |
| 17.061 |  | The system should provide an audit trail of the voting calendar. |  |  |  |  |  | Click here to enter text. |
| 17.062 |  | The system should provide the ability to attach documents to the voting calendar (i.e., draft opinions). |  |  |  |  |  | Click here to enter text. |
| 17.063 |  | The system should record votes. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: ELECTRONIC PAYMENTS & COLLECTIONS | Offeror Response | | | | |  |
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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **SUB FUNCTION: Electronic Payments** |  |  |  |  |  |  |
| 18.001 |  | Offeror should provide industry standard 128-bit or higher encryption Secure Sockets Layer (SSL) to maintain privacy and secure information. Certificates used should be issued by root certificate holders to avoid using SSL Certificates two or more layers removed from the browser-integrated root certificates. |  |  |  |  |  | Click here to enter text. |
| 18.002 | \* | System should provide 24 x 7 availability for the acceptance of payments. Describe your system availability, standard maintenance, scheduled downtimes, data backup schedules and online notification of scheduled downtime. Provide a disaster recovery plan. |  |  |  |  |  | Click here to enter text. |
| 18.003 |  | Offeror should notify in advance of any downtime for maintenance and specify the amount of time required to perform the task(s). |  |  |  |  |  | Click here to enter text. |
| 18.004 | \* | Offeror should provide support staff near 24 X 7. |  |  |  |  |  | Click here to enter text. |
| 18.005 | \* | Offeror should provide a fully hosted payment application to process online payments. The system should be designed so that sensitive financial transaction information is NOT transmitted, processed, and/or stored on state owned networks or applications |  |  |  |  |  | Click here to enter text. |
| 18.006 | \* | The payment application should support, at a minimum, the following payment types: 1) All major credit card types including Visa, MasterCard, American Express; 2) Debit Cards; and 3) E-Checks. Idaho may choose to accept all or just specific card and/or payment types to meet its business needs. |  |  |  |  |  | Click here to enter text. |
| 18.007 | \* | The system should provide online notification attesting to the security of the online payment website for taking and securing payments. Describe how the payment information is protected during the entire payment cycle. |  |  |  |  |  | Click here to enter text. |
| 18.008 | \* | The system should provide the user with confirmation, a "printable" receipt and an email receipt to the payer. |  |  |  |  |  | Click here to enter text. |
| 18.009 | \* | The system should provide a script for the payer to search for an offense, and provide details of the record found and accept credit/debit card payment. |  |  |  |  |  | Click here to enter text. |
| 18.010 |  | The system should provide the user with a confirmation number. |  |  |  |  |  | Click here to enter text. |
| 18.011 |  | The system should provide electronic funds transfer of funds received from payer checking accounts, capturing payer name, case number or citation number. |  |  |  |  |  | Click here to enter text. |
| 18.012 |  | The system should provide a system log/audit trail for EFT transactions by county. |  |  |  |  |  | Click here to enter text. |
| 18.013 |  | The system should provide real-time transactions of payments received at a minimum of fifteen (15) minute intervals. The payment solution should support asynchronous transactions. |  |  |  |  |  | Click here to enter text. |
| 18.014 | \* | The system should provide the ability for additional capture methods for electronic payments, such as kiosks for large-volume counties. Provide a list of all payment capture methods supported/offered. |  |  |  |  |  | Click here to enter text. |
| 18.015 | \* | The system should provide all necessary processing services associated with processing merchant cards. Provide a description of the processing services. |  |  |  |  |  | Click here to enter text. |
| 18.016 | \* | The system should provide a unique transaction identifier with each authorization/rejection for all data capture methods. |  |  |  |  |  | Click here to enter text. |
| 18.017 | \* | The system should warn the user regarding possible duplicate payments by notification that a payment of the same amount was posted to the same card on the same date; however, allow the user to decide to post the additional payment once warned. |  |  |  |  |  | Click here to enter text. |
| 18.018 |  | The system should provide error handling capabilities. |  |  |  |  |  | Click here to enter text. |
| 18.019 |  | The system should provide, at Idaho's option, fraud verification services including: 1) Address verification services (street number, city, state, and zip code); 2) Card security verification service (CVV2, CVC2); and 3) Real-time authorization. |  |  |  |  |  | Click here to enter text. |
| 18.020 | \* | The payment solution should accept customer payments electronically without transmitting, processing and/or storing sensitive payment information on state owned applications or networks. |  |  |  |  |  | Click here to enter text. |
| 18.021 | \* | In addition to accepting standard cardholder and/or bank account information, the payment solution should accept agency-defined information, and provide non-sensitive information back to agencies. This data may be customized for each state organization and will be used by agencies for reconciliation, reporting, and for automatic and/or manual update of agency systems. |  |  |  |  |  | Click here to enter text. |
| 18.022 |  | The system should interface with the State Financial Management System. Non-sensitive payment information should also be used by Idaho to automatically and/or manually update accounting records in the Statewide Financial Management Accounting Application. |  |  |  |  |  | Click here to enter text. |
| 18.023 | \* | Transaction Fees collected for online payments should be identified as such and credited to designated bank accounts, including 1) the Contractor’s account; 2) a County account; or 3) another third party vendor’s bank account. Transaction fees for all payments should be compliant with all State statutes and Payment Card Industry Regulations, including the National Automated Clearing House Association (NACHA) and the Credit Card Associations. |  |  |  |  |  | Click here to enter text. |
| 18.024 |  | The system should be used by PCI-approved processors and meet all Idaho laws regarding cash management, and be approved as a payment provider by the Office of Idaho State Treasurer. |  |  |  |  |  | Click here to enter text. |
| 18.025 |  | Idaho has multiple bank accounts established by statute to maintain separation of dedicated funds. The system should support routing each payment to the appropriate bank account in the appropriate county. |  |  |  |  |  | Click here to enter text. |
| 18.026 | \* | The system should be flexible to allow for proper segregation of duties via user rights/permissions (e.g., control who can process refunds and who has supervisory level approvals). |  |  |  |  |  | Click here to enter text. |
| 18.027 | \* | The offeror should be compliant with the latest Payment Card Industry Data Security Standard (PCI DSS), Payment Application Data Security Standard (PA-DSS), as amended from time to time, and any other security requirements related to the payment types the system processes. |  |  |  |  |  | Click here to enter text. |
| 18.028 | \* | The system should provide evidence that the system is compliant with all Payment Card Industry (PCI) data security standards via being listed on the online VISA payment providers’ certification list, including: 1) Storing cardholder information relation to transactions appropriately; and 2) Transmitting cardholder transactions appropriately. |  |  |  |  |  | Click here to enter text. |
| 18.029 | \* | The system should not allow staff to access sensitive transaction data. |  |  |  |  |  | Click here to enter text. |
| 18.030 | \* | The system should import data into the case management system with sufficient information to allow update of all appropriate accounts and ledgers. |  |  |  |  |  | Click here to enter text. |
| 18.031 |  | The system should allow electronic payment of bonds posted at the jail or courts with notification sent to the jail via email or emails. |  |  |  |  |  | Click here to enter text. |
| 18.032 |  | The system should allow for the partial payment fee of $2.00 to be assessed upon a payment being made. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Collections** |  |  |  |  |  |  |
| 18.033 |  | The system should automatically create metadata element values on imported content objects and for imported content collections based on metadata element value rules. |  |  |  |  |  | Click here to enter text. |
| 18.034 |  | The system should support KPI, metrics and reporting [for judge, collections, etc.]. |  |  |  |  |  | Click here to enter text. |
| 18.035 |  | The system should set a minimum (no less than 30 days) and maximum number of days. Cases must be delinquent before eligible for removal from time pay and placed in collections. |  |  |  |  |  | Click here to enter text. |
| 18.036 |  | The system should enter the number of days for a case to be considered delinquent. |  |  |  |  |  | Click here to enter text. |
| 18.037 |  | The system should configure and prepare a collections notice. |  |  |  |  |  | Click here to enter text. |
| 18.038 | \* | The system should send an automated notification and adjustment transactions to the collections partners for the financial data nightly interface. |  |  |  |  |  | Click here to enter text. |
| 18.039 | \* | The system should send an automated notification and adjust transactions to the collections partners when a case is removed from a group of financial data. |  |  |  |  |  | Click here to enter text. |
| 18.040 |  | The CMS system should notify the FMS system when financial data has merged, so that FMS can notify collections partners (also a CMS requirement). |  |  |  |  |  | Click here to enter text. |
| 18.041 |  | The system should track status of collection efforts and should maintain the history. |  |  |  |  |  | Click here to enter text. |
| 18.042 |  | The system should have the ability to report or display history of collection activities. |  |  |  |  |  | Click here to enter text. |
| 18.043 |  | The system should provide the ability to put the collection actions on hold. |  |  |  |  |  | Click here to enter text. |
| 18.044 |  | The system should enforce standard collection actions for persons with delinquent amounts. Standard collection actions will be defined at the state/enterprise level. |  |  |  |  |  | Click here to enter text. |
| 18.045 |  | The system should be able to receive fee waiver/deferral information from CMS and create an account receivable, relate it to the debtor, and process action to waive or defer the financial obligation in part or in full, and record that this case needs further action. |  |  |  |  |  | Click here to enter text. |
| 18.046 |  | The system should have the ability to track the collection status of and collection methods utilized in a case (e.g. Orders to Show Cause, tax intercepts, driver's license suspension, warrants, etc.) |  |  |  |  |  | Click here to enter text. |
| 18.047 |  | The system should have the ability to calculate payment amounts by a set schedule (e.g., weekly, biweekly, monthly) based on the total due and date due. |  |  |  |  |  | Click here to enter text. |
| 18.048 |  | The system should update information to collection agency(s), including contact information and amount due. The system should send notification to collection agency when payment has been received by court. |  |  |  |  |  | Click here to enter text. |
| 18.049 |  | The system should have the ability to report on the effectiveness of the collections of agencies by case class, case type and aging. |  |  |  |  |  | Click here to enter text. |
| 18.050 |  | The system should have the ability to refer collections to best performing agency by case class, case type and aging. |  |  |  |  |  | Click here to enter text. |
| 18.051 |  | The system should prevent collection actions from continuing while an entity's debt is at DOR unrestricted or private collections. |  |  |  |  |  | Click here to enter text. |
| 18.052 |  | The system should prevent an entity's debt from being at DOR unrestricted and private collections at the same time. |  |  |  |  |  | Click here to enter text. |
| 18.053 |  | The system should initiate collection actions upon notification from CMS (e.g., new address). |  |  |  |  |  | Click here to enter text. |
| 18.054 |  | The system should generate collections letters daily based on pre-defined series of actions. |  |  |  |  |  | Click here to enter text. |
| 18.055 |  | The system should generate a report on delinquent payment notices for judges and probation officers. |  |  |  |  |  | Click here to enter text. |
| 18.056 |  | The system should be able to identify similar case types, similar aging, etc. for purposes of sending "equivalent" workload to different collection agencies. |  |  |  |  |  | Click here to enter text. |
| 18.057 |  | The system should be able to identify expired judgment remedies for each entity on joint and several receivables |  |  |  |  |  | Click here to enter text. |
| 18.058 |  | The system should be able to display collection status, and identify agencies/collection firm the entity's debt has been referred to. |  |  |  |  |  | Click here to enter text. |
| 18.059 |  | The system should automatically refer an entity's debt to collection. |  |  |  |  |  | Click here to enter text. |
| 18.060 |  | The system should allow for manual recall of entity's debt from collection agencies. The system should make a notation on the financial register of activities. |  |  |  |  |  | Click here to enter text. |
| 18.061 |  | The system should allow collections on any eligible case, including a sealed case. |  |  |  |  |  | Click here to enter text. |
| 18.062 |  | The system should allow collection actions to continue while an entity's debt is at DOR restricted. |  |  |  |  |  | Click here to enter text. |
| 18.063 |  | The system should allow collection actions to be stopped/interrupted and resumed at any point in the process. |  |  |  |  |  | Click here to enter text. |
| 18.064 |  | The system should be able to suspend collection efforts on an obligation that suspended because the defendant has been assigned community service in lieu of payments. |  |  |  |  |  | Click here to enter text. |
| 18.065 |  | The system should be able to report the amount and count of delinquent cases/entities within a court and statewide. |  |  |  |  |  | Click here to enter text. |
| 18.066 |  | The system should have the ability to automatically transfer payments from a collection agency to the court. |  |  |  |  |  | Click here to enter text. |
| 18.067 |  | The system should have the ability to automatically transfer returned debt from a collection agency to the court. |  |  |  |  |  | Click here to enter text. |
| 18.068 |  | The system should generate collection notices a configurable number of times. |  |  |  |  |  | Click here to enter text. |
| 18.069 |  | The system should reinstate a person into the collections process. |  |  |  |  |  | Click here to enter text. |
| 18.070 |  | The system should assign a case obligor to a collection agent and generate reports containing case obligor and case financial obligation information. |  |  |  |  |  | Click here to enter text. |
| 18.071 |  | The system should allow statewide tracking of delinquent cases. |  |  |  |  |  | Click here to enter text. |
| 18.072 |  | The system should monitor the effectiveness of each collection agent. |  |  |  |  |  | Click here to enter text. |
| 18.073 |  | The system should have the ability to create, track, and keep a history of multiple collection statuses (e.g., in garnishment, delinquent, bad contact information, recalled, etc.). |  |  |  |  |  | Click here to enter text. |
| 18.074 |  | The system should recall entity from collections (DOR, Private Collection Agencies) upon CMS initiation of set aside action, including a partial set-aside. |  |  |  |  |  | Click here to enter text. |
| 18.075 |  | The system should have the ability to generate ad hoc reports related to refunds, delinquent payments, accounts turned over for collection, or cases which involved reductions in fines. |  |  |  |  |  | Click here to enter text. |
| 18.076 |  | The system should support trigger notification to collections. |  |  |  |  |  | Click here to enter text. |
| 18.077 |  | The system should be configurable to allow the submission of all case types to collections including civil, criminal, juvenile and victims’ restitution amounts. |  |  |  |  |  | Click here to enter text. |
| 18.078 |  | The system should be configurable to allow the submission of all case types to collections including civil, criminal, juvenile and victims’ restitution amounts. |  |  |  |  |  | Click here to enter text. |
| 18.079 |  | The system should show money past due by case type. |  |  |  |  |  | Click here to enter text. |
|  |  | **SUB FUNCTION: Tax Intercept** |  |  |  |  |  |  |
| 18.080 | \* | The system should be configurable to allow the Administrative Office of the Court the ability identify when a case is delinquent enough to be submitted to the Idaho State Tax Commission for interception of their state income tax refund. |  |  |  |  |  | Click here to enter text. |
| 18.081 |  | The system should allow configurability to allow the Administrative Office of the Court the ability to submit delinquent amount for Federal income tax interception. |  |  |  |  |  | Click here to enter text. |
| 18.082 |  | The system should support electronic deposit and electronic posting of payments to the party's account. |  |  |  |  |  | Click here to enter text. |
| 18.083 | \* | The system should include a notification (configurable) to alert the party that their tax refund has been intercepted by the court. |  |  |  |  |  | Click here to enter text. |
| 18.084 |  | The system should provide electronic notification to any collections agency where the same fines/fees/or restitution may have been sent to a collections agency that the tax payer's taxes have been intercepted to pay court fines and fees, and the dollar amount credited to the account via the interception after a specified period of time. |  |  |  |  |  | Click here to enter text. |
| 18.085 |  | The system should provide reporting of the dollar amount collected by tax intercept within a date range. |  |  |  |  |  | Click here to enter text. |

| Rqmt ID | Comments | FUNCTION: PROSECUTING ATTORNEY/PUBLIC DEFENDER | Offeror Response | | | | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **GENERAL CAPABILITIES: Person and Case Information** |  |  |  |  |  |  |
| 19.001 |  | The system should provide a single view for a person in the system, showing all cases linked to the person and multiple identifications (SSN, DOB, alias, AKA), rather than separate person records for each court case. |  |  |  |  |  | Click here to enter text. |
| 19.002 |  | The system should enable search of all key information relative to a case or person and present results in descending and display results by decreasing likelihood of a match, and the ability to sort by case type (infraction, misdemeanor, felony or appeal), by code section or ordinance, by zip code, by judge assignment, or by law enforcement agency. |  |  |  |  |  | Click here to enter text. |
| 19.003 |  | The system should enable name searches of names that sound alike and display results by decreasing likelihood of a match. |  |  |  |  |  | Click here to enter text. |
| 19.004 |  | The system should provide configurable person and case status indicators (e.g., Appointed, Conflict of Interest, Motion for Withdrawal, Withdrawal Granted, Closed, Assertion/Waiver of Speedy Trial, Interpreter, Request for Jury, Adult Drug Court, Domestic Violence Court, and Protection Order). |  |  |  |  |  | Click here to enter text. |
| 19.005 |  | The system should maintain attorney information and division assignment, including out-of-district attorneys, supervised non-attorneys, and designated lead counsel. |  |  |  |  |  | Click here to enter text. |
| 19.006 |  | The system should maintain assignment history of attorneys on a case by division. Every event should provide a mechanism to track which attorney was assigned to which event. |  |  |  |  |  | Click here to enter text. |
| 19.007 |  | The system should maintain information on external attorney affiliation with Attorney General's office, law firms and other organizations, to permit mail/email to be sent to each attorney, to list all cases being handled by a specific firm or attorney, etc. |  |  |  |  |  | Click here to enter text. |
| 19.008 |  | The system should allow designation of a name record as willing and able (or not willing and/or able) to receive messages by phone or e-mail and capture preferred method of contact. |  |  |  |  |  | Click here to enter text. |
|  |  | **GENERAL CAPABILITIES: In-House Event Logging** |  |  |  |  |  |  |
| 19.009 |  | The system should provide a pick list of codes for logging of events and statuses in a case (e.g., scheduled grand jury, discovery requested, discovery received, case declared ready for trial, office or phone contacts with victims and witnesses, letters sent, ticklers set up, transcript requested, defendant's appeal brief received). |  |  |  |  |  | Click here to enter text. |
| 19.010 |  | The system should provide a field that corresponds to the pick list for log entries that allows for each user to report time in 6 minute increments for the amount of time associated with each event type or tasks, allowing a rate to be associated with each user. |  |  |  |  |  | Click here to enter text. |
| 19.011 |  | The system should provide a field populated by a pick list for costs that correspond to a case (such as copies, long distance telephone calls, etc.) that can be either manually entered or automatically populated from the pick list. |  |  |  |  |  | Click here to enter text. |
| 19.012 |  | The system should maintain a chronology of attorney office events. |  |  |  |  |  | Click here to enter text. |
| 19.013 |  | The system should allow users to enter and maintain separately each post-adjudication action and related logged event as part of the original case record. |  |  |  |  |  | Click here to enter text. |
| 19.014 |  | The system should provide the ability to configure a single logging action to create multiple log entries in a case (e.g., when preparing a subpoena (1) logs the event of preparing it; (2) inserts an electronic copy of it in the file; (3) generates return of service form; and (4) sends it to the investigator/sheriff who will serve it). |  |  |  |  |  | Click here to enter text. |
| 19.015 |  | The system should allow easy data entry of the same log entry to multiple related cases. |  |  |  |  |  | Click here to enter text. |
| 19.016 |  | The system should allow users to maintain notes/comments on a case that may be marked as "Private" (with a default of "Private"), viewable and searchable across cases by attorneys within or across divisions, with appropriate access permission based on each division's security rules. |  |  |  |  |  | Click here to enter text. |
| 19.017 |  | The system should allow users to perform a text search on note/comment and document entries (within a case or across cases). |  |  |  |  |  | Click here to enter text. |
| 19.018 |  | The system should create a searchable brief bank or motion bank for each entity. |  |  |  |  |  | Click here to enter text. |
| 19.019 |  | The system should provide view/filter of logging entries (e.g., documents, events by type). |  |  |  |  |  | Click here to enter text. |
| 19.020 |  | The system should permit deletion or modification of specific log entries and all related data (e.g., entry made in error), with proper authorization (e.g., supervisor approval). |  |  |  |  |  | Click here to enter text. |
| 19.021 |  | The system should maintain and display or print audit trail of file additions, modifications, corrections, and deletions (e.g., filings entered into Log, and electronically received documents) including who made entry, when entry made, whether date entered and date filed differ. |  |  |  |  |  | Click here to enter text. |
|  |  | **GENERAL CAPABILITIES: General Application Capabilities** |  |  |  |  |  |  |
| 19.022 |  | The system should allow authorized users to configure data entry and update screens by case type and by event/task. |  |  |  |  |  | Click here to enter text. |
| 19.023 |  | The system should allow authorized users to configure ticklers and alerts: (a) person-based; (b) case-based. |  |  |  |  |  | Click here to enter text. |
| 19.024 |  | The system should provide certain configuration settings that are unique for each user. |  |  |  |  |  | Click here to enter text. |
| 19.025 |  | The system should provide performance metrics (e.g., Case Aging by PD, Number of Cases assigned by PD) configurable to meet the case flow management needs of managers and administrators. |  |  |  |  |  | Click here to enter text. |
| 19.026 |  | The system should enable configuring the system to log any or all user activity, including the username, date, time, workstation address and details of all data/events/files viewed, added, edited, and deleted by each user, and to display all user account logs. The expectation is that this capability will be used infrequently. |  |  |  |  |  | Click here to enter text. |
| 19.027 |  | The system should enable configuring user group roles with permissions to view, add, edit, and/or delete the following within each case type: (a) case and person records; (b) Standardized reports and queries; (c ) Form letters/notices/orders/motions/briefs; (d) Code table records; (e ) Business and workflow rules; (f) Sealed case records; (g) Indices to sealed case records; (h) Case notes (and permission to designate them as private or shared with other designated user groups). |  |  |  |  |  | Click here to enter text. |
| 19.028 |  | The system should provide keyboard shortcuts and dropdown menus to find/enter all available selections. |  |  |  |  |  | Click here to enter text. |
| 19.029 |  | The system should enable configuring the system by adding the following to any table without corrupting pre-existing records: (a) Values for data fields; (b) Free text fields; (c ) Formatted data fields; (d) Calculated fields |  |  |  |  |  | Click here to enter text. |
| 19.030 |  | The system should enable configuring any code table records with an effective date range. System determines which table record applies by comparing the effective date range to a designated data-element, system date, or calculated date. |  |  |  |  |  | Click here to enter text. |
| 19.031 |  | The system should display only relevant/available code table values on data entry screens. For example, criminal codes will not be displayed when working on a civil case; pre-disposition codes will not be displayed when a case is in post-disposition status. |  |  |  |  |  | Click here to enter text. |
| 19.032 |  | The system should enable configuring an unlimited number of case-types and associate each case-type with the following: (a) code tables values; (b) Docket codes; (c ) Event-types; (d) Document types generated; (e ) Document types received; (f) Data fields; (g) Calendars. |  |  |  |  |  | Click here to enter text. |
| 19.033 |  | The system should enable configuring a detail client/participant screen for displaying the person's multiple occurrences of personal information, each occurrence with date/time stamp: (a) Case role (client, witness, victim); (b) Alias, (c ) Person-based alerts (outstanding arrest warrant, pretrial conditions, absconded); (d) Bail posted and docket numbers; (e ) Pretrial status; (f) Probation status and supervising office; (g) Custody status, location; (h) Address; (i) Cell number; (j) Landline number; (k) Email address; (l) Photo. |  |  |  |  |  | Click here to enter text. |
| 19.034 |  | The system should enable configuring each data field with the following: (a) Screen label; (b) Mouse-over text tip; (c) Security level; (d) Default value. |  |  |  |  |  | Click here to enter text. |
| 19.035 |  | The system should allow data entry of the zip code and automatically provide the city and state. |  |  |  |  |  | Click here to enter text. |
| 19.036 |  | The system should provide a set of dashboard performance metrics that can be selected by individual users, according to their role in the organization. |  |  |  |  |  | Click here to enter text. |
| 19.037 |  | The system should allow authorized users to configure an unlimited number of workflow rules through a table and graphical interface. Each rule includes: (a) Trigger; (b) Response; (c) Optional prompt (the prompt provides opportunity to complete or cancel the automated response). |  |  |  |  |  | Click here to enter text. |
| 19.038 |  | The system should allow authorized users to set up the following configurable rule triggers, which may be limited to cases associated with a case-type: (a) Upon entering a specified event-type in a case record; (b) Upon entering a specified document-type in a case record; (c ) Specified elapsed time following entry of a specified event-type; (d) Specified elapsed time following entry of a specified document-type; (e) Specified elapsed time following entry of a specified event-type or document-type, unless another specified event-type or document-type was subsequently entered; (f) Upon completion of another specified rule; (g) Upon attempting to enter data in an incorrect format; (h) Upon attempting to enter data with an invalid date; (i) Upon attempting to enter data without first completing another field or case-event. |  |  |  |  |  | Click here to enter text. |
|  |  | **GENERAL CAPABILITIES: Case Initiation and Management** |  |  |  |  |  |  |
| 19.039 |  | The system should allow the assignment and reassignment of cases to attorneys using one or more of the following methods: randomly; according to predefined business rules (e.g., by case category, by case status, by attorney according to caseload balancing policies); according to existence of specific conditions (e.g., conflict of interest, disqualification). Supervisor override should be allowed. |  |  |  |  |  | Click here to enter text. |
| 19.040 |  | The system should provide the ability to manually assign and reassign cases to attorney and/or team. |  |  |  |  |  | Click here to enter text. |
| 19.041 |  | The system should provide notification of initiated case to attorney with required completion dates, if any. |  |  |  |  |  | Click here to enter text. |
| 19.042 |  | The system should assign attorney to tasks associated with a case, e.g., reports, violations, client contacts (daily, weekly, monthly), updates, etc. |  |  |  |  |  | Click here to enter text. |
| 19.043 |  | The system should track plea offers and counter offers for each party on each case |  |  |  |  |  | Click here to enter text. |
|  |  | **GENERAL CAPABILITIES: Schedule In-House Events and Resources** |  |  |  |  |  |  |
| 19.044 |  | The system should allow mass case operations by selection of cases to which an action applies with a single transaction: (a) Reassign a group of pending events from one attorney, courtroom, or date to another; (b) Reassign a group of cases from one attorney to another, and maintain a history of assignments; (c) Generate individual documents or groups of documents through mass case processing. |  |  |  |  |  | Click here to enter text. |
| 19.045 |  | The system should allow scheduling of non-court events such as discovery dates, response dates, receipt of subpoena, etc. |  |  |  |  |  | Click here to enter text. |
| 19.046 |  | The system should allow scheduling of resources for in-house events (e.g., schedule cases on a grand jury schedule, schedule vacation, schedule weekend and holiday duty assignments, administrative time for attorneys and staff for meetings, training, and conferences). |  |  |  |  |  | Click here to enter text. |
| 19.047 |  | The system should allow scheduling of resources and events by division, unit or location, and display schedule that reflects all tasks, events, and related dates. |  |  |  |  |  | Click here to enter text. |
| 19.048 |  | The system should provide flexibility with respect to schedule content and format (e.g., according to locally defined specifications). |  |  |  |  |  | Click here to enter text. |
| 19.049 |  | The system should provide for scheduling by available time slots (e.g., 1-2, 2-3, 3-4 PM on Monday, Tuesdays and Thursdays). |  |  |  |  |  | Click here to enter text. |
| 19.050 |  | The system should allow recurring events to be scheduled and invitations sent to other staff. |  |  |  |  |  | Click here to enter text. |
| 19.051 |  | The system should auto fill date/time entry fields but allow for manual date change. The system should have the ability to display a calendar to select from to populate the date fields and to automatically docket pushed deadlines from court clerks. |  |  |  |  |  | Click here to enter text. |
| 19.052 |  | The system should provide the ability to enter special needs for case participants (e.g., mental health issues, interpreter - including language needed, accommodation for a disability) and turn on case alert. |  |  |  |  |  | Click here to enter text. |
| 19.053 |  | The system should provide the ability to enter and maintain the availability of video, sound reinforcement, recording, and other devices and link them to scheduled events and courtrooms. |  |  |  |  |  | Click here to enter text. |
| 19.054 |  | The system should automatically generate log entries based on scheduled and completed events. |  |  |  |  |  | Click here to enter text. |
| 19.055 |  | The system should permit authorized users to review potential conflicts, including but not limited to when the co-defendant, victim or witness is a former or existing client, when the defendant has made complaints against a present or former PD or against the office, when the defendant has alleged ineffective assistance of counsel against a present or former PD or against the office, when the victim or witness is a current/former judge, county employee or someone with whom the PD or PD’s office works closely with on a daily basis. |  |  |  |  |  | Click here to enter text. |
| 19.056 |  | The system should identify, display, and suggest availability and resolutions to scheduling conflicts, allowing user overrides and rescheduling with appropriate security and data integrity. |  |  |  |  |  | Click here to enter text. |
| 19.057 |  | The system should analyze scheduling parameters and PD schedules, providing the next appropriate date, time, and location for a scheduled event. |  |  |  |  |  | Click here to enter text. |
| 19.058 |  | The system should establish and assign time standards at the event and case levels for each specific case type and measure compliance (e.g., investigations, filing of briefs). |  |  |  |  |  | Click here to enter text. |
| 19.059 |  | The system should include case age with any display of case status or adherence to schedules (e.g., tracking conformance to time standards). |  |  |  |  |  | Click here to enter text. |
| 19.060 |  | The system should include and exclude weekends and holidays within time standard calculations according to statues/rules. |  |  |  |  |  | Click here to enter text. |
| 19.061 |  | The system should allow the display the status of case with respect to its time standards. |  |  |  |  |  | Click here to enter text. |
| 19.062 |  | The system should alert users if a scheduled event date exceeds the mandated time standard. |  |  |  |  |  | Click here to enter text. |
| 19.063 |  | The system should display an expandable thumbnail photo of the client on each relevant page. |  |  |  |  |  | Click here to enter text. |
| 19.064 |  | The system should accept and apply electronic signatures. |  |  |  |  |  | Click here to enter text. |
| 19.065 |  | The system should process and track complaints received from the Board of Professional Review. |  |  |  |  |  | Click here to enter text. |
| 19.066 |  | The system should process and track complaints received by the office. |  |  |  |  |  | Click here to enter text. |
| 19.067 |  | The system should support the generation of standard and ad hoc checklists and track progress against checklist items. |  |  |  |  |  | Click here to enter text. |
| 19.068 |  | The system should provide for the generation of appointment and court appearance reminders to clients for transmission (via email, text, or phone). |  |  |  |  |  | Click here to enter text. |
| 19.069 |  | The system should provide the ability identify subjects previously flagged for special needs who have been newly arrested. |  |  |  |  |  | Click here to enter text. |

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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **GENERAL CAPABILITIES: Evidence and Exhibit Management** |  |  |  |  |  |  |
| 19.070 |  | The system should record information about evidence, including agency submitting, description, identifiers, activity type (e.g., pending trial, capital offense, trial exhibits post-trial, wiretaps), and vault location. |  |  |  |  |  | Click here to enter text. |
| 19.071 |  | The system should generate labels for hard evidence, including defendant name, CC number, page number, and vault location. |  |  |  |  |  | Click here to enter text. |
| 19.072 |  | The system should record information about checking evidence and exhibits out and back to the vault, including person released to and date. |  |  |  |  |  | Click here to enter text. |
| 19.073 |  | The system should record information about trial exhibits, including party submitting exhibit description, and storage location. |  |  |  |  |  | Click here to enter text. |
| 19.074 |  | The system should generate a chain of custody report for each piece of evidence. |  |  |  |  |  | Click here to enter text. |
| 19.075 |  | The system should print or display lists of exhibits and other evidence according to case, defendant, and other parameters. |  |  |  |  |  | Click here to enter text. |
| 19.076 |  | The system should generate notices to reclaim exhibit or evidence when usage is completed. |  |  |  |  |  | Click here to enter text. |
| 19.077 |  | The system should record return and return receipt, disposal, or destruction of exhibits and other evidence. |  |  |  |  |  | Click here to enter text. |

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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **GENERAL CAPABILITIES: Imports/Exports/Interfaces** |  |  |  |  |  |  |
| 19.078 |  | The system should support several information exchanges, including those listed below. |  |  |  |  |  | Click here to enter text. |
| 19.079 |  | The system should import court CMS data and documents to populate the PD CMS when the office is assigned to represent a defendant, including the defendant's motion. |  |  |  |  |  | Click here to enter text. |
| 19.080 |  | The system should import Court CMS data when certain designated data is updated. (Data fields will be identified during implementation, but will include any document filed, custody status change, holds, HTS date, notice of appeal, court date changes, and jail release date.) |  |  |  |  |  | Click here to enter text. |
| 19.081 |  | The system should import jail data when certain designated data is updated. (Data fields will be identified during implementation, but will include name of attorney visiting client and visitation history.) |  |  |  |  |  | Click here to enter text. |
| 19.082 |  | The system should import discovery documents from the DA's office. |  |  |  |  |  | Click here to enter text. |
| 19.083 |  | The system should import plea offers from the DA's office. |  |  |  |  |  | Click here to enter text. |

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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **GENERAL CAPABILITIES: Reporting** |  |  |  |  |  |  |
| 19.084 |  | The system should provide the ability to run standard reports, including but not limited to caseload/workload report for an individual attorney, a designated group of attorneys or all attorneys; by status of case “active,” “inactive” and time to disposition after the PD was appointed; clearance rates for the date span entered with the number of closed cases as a percentage of incoming cases, the age of active cases pending before the court; reports that segregate specialty courts; the costs associated with a case or group of cases, including the time spent by all users and/or by costs, to be sorted by various criteria, including but not limited to case type (infraction, misdemeanor, juvenile, felony, post-conviction or habeas). |  |  |  |  |  | Click here to enter text. |
| 19.085 |  | The system should list, as of a certain date, all cases bound over to Criminal Court for more than X days (ripe for motions to dismiss for lack of prosecution), separated by in-custody and out- of-custody defendants. |  |  |  |  |  | Click here to enter text. |
| 19.086 |  | For annual reporting, the system should list number of people, crime type, outcome, and expenditures. |  |  |  |  |  | Click here to enter text. |
|  |  | **GENERAL CAPABILITIES: Non-Functional Requirements for the Prosecutor / Public Defender Solution** |  |  |  |  |  |  |
| 19.087 |  | The system should support virtualization, and include a multi-tier architecture: (a) Front End: Web-based using standard browser; (b) Database: ODBC-compliance relational database. |  |  |  |  |  | Click here to enter text. |
| 19.088 |  | The system should provide for integration with document management. |  |  |  |  |  | Click here to enter text. |
| 19.089 |  | The system should interface with Microsoft Outlook and export attorney appointments and calendars to Outlook. |  |  |  |  |  | Click here to enter text. |
| 19.090 |  | The system should interface with the county’s IVR system and export messages to the IVR system for transmission to phones of defendants, witnesses and victims (e.g., about appointments and court hearings). |  |  |  |  |  | Click here to enter text. |
| 19.091 |  | The system should comply with the National Information Exchange Model (NIEM). |  |  |  |  |  | Click here to enter text. |
| 19.092 |  | The system should provide a non-production training environment including the ability to periodically copy the production database to training database. The system should allow both production and training databases to be accessed simultaneously without cross linking or cross contamination. |  |  |  |  |  | Click here to enter text. |
| 19.093 |  | The system should be easily managed through graphical user interfaces. The system should allow for secure remote administration as well as on-site administration. The administration functions should include at a minimum: (a) User account and password management; (b) System security management; (c) System log review and maintenance; (d) System reports; (e) Notification management; (f) Software threshold parameter management; (g) System and database backup initiation. |  |  |  |  |  | Click here to enter text. |
| 19.094 |  | The system should maintain a historical record of all changes made to the system’s components. It should ensure that system error and events for software, hardware, interfaces, operating system, and network are written to a system event log accessible and searchable by a system administrator. The system administrator should be able to easily monitor the system status directly or remotely. |  |  |  |  |  | Click here to enter text. |
| 19.095 |  | The system should have a backup system that allows backup of the system and databases without interfering with court operations, as well as restoration of the system and databases in the event of system or database failure. |  |  |  |  |  | Click here to enter text. |
| 19.096 |  | The system’s data tier should include transaction- level backup and restoration. |  |  |  |  |  | Click here to enter text. |
| 19.097 |  | The system should provide for the archiving and retrieval of all client records. |  |  |  |  |  | Click here to enter text. |
| 19.098 |  | The system should include training for all staff members and train the trainer sessions, coinciding with: (a) Pre-implementation; (b) During implementation phases; (c) Post-implementation. In addition, offeror can propose web-based training delivery option to include onsite interactive sessions and recorded sessions to be replayed later by end users. |  |  |  |  |  | Click here to enter text. |
| 19.099 |  | The offeror should provide a tiered-level of technical support up to and including 24 x 7 x 365. |  |  |  |  |  | Click here to enter text. |
| 19.100 |  | The successful offeror should provide the data-dictionary, entity relationship diagrams, and user manuals for the system. The offeror should provide updated documents with each release/update. |  |  |  |  |  | Click here to enter text. |
| 19.101 |  | All data should be converted from legacy systems to be replaced by the new CMS. |  |  |  |  |  | Click here to enter text. |
| 19.102 |  | The proposal shall specify the operating system, processor, memory and disk space requirements. |  |  |  |  |  | Click here to enter text. |
| 19.103 |  | The proposal should specify any additional software, licensing, or modifications needed to the existing environment. |  |  |  |  |  | Click here to enter text. |
|  |  | **Appellate Public Defenders** |  |  |  |  |  |  |
| 19.104 |  | The system should track all changes to fields, including identifying who made the change, when the change was made, and what the field previously contained. Use of this function should be limited to those users with a specific set of permissions. |  |  |  |  |  | Click here to enter text. |
| 19.105 |  | The system should provide the ability to interface with the Appellate Court system, including the ability to add due dates to a central Outlook calendar and to send notifications of docket events to a centralized email address. |  |  |  |  |  | Click here to enter text. |
| 19.106 |  | The system should provide the ability to interface with data in district court, including but not limited to ability to access FTR recordings, and pull electronic documents from the Register of Actions. |  |  |  |  |  | Click here to enter text. |

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| **Description** | **S** | **U** | **3** | **C** | **N** | **Offeror Explanation** |
|  |  | **Prosecutors: Grand Jury** |  |  |  |  |  |  |
| 19.107 |  | The system should allow a case, person or document to be marked as "sealed external", i.e. identifying information not accessible, or "sealed internal", i.e. information is viewable within the office, and provide a visual indication of the sealed designation. |  |  |  |  |  | Click here to enter text. |
| 19.108 |  | The system should generate one or more sequential numbers for a case to be presented to the grand jury, in order to track pre- and post-indictment subpoenas. |  |  |  |  |  | Click here to enter text. |
| 19.109 |  | The system should generate subpoenas pre-case going before the grand jury, and have the ability to track pre- and post-indictment subpoenas. |  |  |  |  |  | Click here to enter text. |
|  |  | **Prosecutors: Search Warrants** |  |  |  |  |  |  |
| 19.110 |  | The system should provide the ability for prosecutors and clerks to track the search warrants process and returns. |  |  |  |  |  | Click here to enter text. |
|  |  | **Prosecutors: Asset Forfeitures** |  |  |  |  |  |  |
| 19.111 |  | The system should maintain information specific to the Asset Forfeitures (e.g., property description, category, property value, asset number, civil forfeiture case, docket, and index numbers). |  |  |  |  |  | Click here to enter text. |

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|  |  | **Prosecutors: Victim Notification Letters** |  |  |  |  |  |  |
| 19.112 |  | The system should automatically prepare and send victim notification letters when event occurs (e.g., filing of charges, hearings, restitution imposed, violation of probation) based on scheduling of an event or entry of a logged activity. |  |  |  |  |  | Click here to enter text. |
|  |  | **Prosecutors: Restitution** |  |  |  |  |  |  |
| 19.113 |  | The system should record restitution payments by entering minimal amount of data (e.g., docket number, case type, case category, name of person submitting payment, date of payment, and nature of payment). |  |  |  |  |  | Click here to enter text. |
| 19.114 |  | The system should allow payment of costs, fees, and other charges by a variety of methods (e.g., payment in person, money order, attorney escrow, and certified bank check). |  |  |  |  |  | Click here to enter text. |
| 19.115 |  | The system should accept full, partial, and installment payments by various tender types (e.g., cash, check, money order, EFT). |  |  |  |  |  | Click here to enter text. |
| 19.116 |  | The system should record payments received that are passed through to the victim. |  |  |  |  |  | Click here to enter text. |
| 19.117 |  | The system should produce correspondence such as payment notices, transmittal, late notices and dunning letters. |  |  |  |  |  | Click here to enter text. |
| 19.118 |  | The system should accept and record payment for copying costs associated with case types and requests. |  |  |  |  |  | Click here to enter text. |
| 19.119 |  | The system should apply correcting entries without changing or deleting previously-recorded transactions, record and store adjusting financial entries (e.g., bank adjustments for errors or bad checks), and modify amounts due with proper authorization. |  |  |  |  |  | Click here to enter text. |
| 19.120 |  | The system should identify and process dishonored payments (e.g., NSF checks, counterfeit currency). |  |  |  |  |  | Click here to enter text. |
| 19.121 |  | The system should provide a person alert for payers with returned payments. |  |  |  |  |  | Click here to enter text. |