

5. What are your current system payments both single and recurring?
 - 5a. Is there an ongoing licensing or support fee that the county is paying and how much is that?

The amount paid by each entity is irrelevant for the purposes of providing a response for our request for proposal.
6. What additional options did you ask your current vendor to provide and what were the prices quoted for those items?

This information will be available upon opening of bids.
7. How many stations will be needed? (Examples include: clerk/deputy stations, public stations, courtroom stations, judge chambers, etc.)

*(125) Approximately: Clerk of Courts (12)
Common Pleas Court (General Div.) (6)
Probation Dept. (9)
Domestic Relations Court (10)
Juvenile Court (30)
County Court (15)
Prosecutor (25)
Sheriff (3)
Jury Commissioner (2)
I.T. Dept. (2)
Public Courtroom (11)

*Subject to re-configuration and growth of operations.
8. What is the date range of index data?

Common Pleas Court: (General & Domestic Relations Division) (10/1994)
(Juvenile Division) Approx. (25) years ago

County Court: Approximately (20) years ago

Prosecutor: Began Approximately in 2000
9. What is the date range of image data?

County Court began imaging data approximately 20 years ago; and they are the only Court imaging data.
10. Will we be able to get sample data for migration testing?

Not until award of contract.
11. How many user licenses are needed?

See response to Question No 7.
12. How many public search licenses are needed?

See response to Question No 7.
13. Which specific court (Civil, Criminal, Juvenile, Probate, etc.) do you want to eFile?

All of the Courts named in RFP; Probate Court is not a part of this project at this time.

14. Can the County identify all other Solutions that an interfacing is required for?
A) Name of entity and system being interfaced to? See Appendix B; General 6.1 Question Nos. 1-4
B) One way or both ways? Both
C) Specs for format? Not available to us
D) Transformation required? No
15. Can the County identify all state reporting interfaces required?
See response to Question No 14(A)
16. How many cases will be converted? (Please break out based on each system)
Prosecutor: Cops IV
County Court: Henschen
Juvenile Court: Henschen
Common Pleas Court: Equivant * Courtview
(General & Domestic Relations Divisions)
A) What systems are they converted from? Cops IV, Henschen & Equivant-Courtview
B) What will be converted from each system? Cases; including attached images
C) Number of records, size? See responses to Questions Nos. 1,2,8 & 9
D) Data converted? Yes
E) Images converted? Yes Which offices currently have imaging? County Court
17. Can you confirm that there is one source of data for each system/office for conversion?
Yes
18. Does the County have a projected start date?
Within six (6) months after the date of the signed award of contract
19. What is your intended Project Duration? Start date to Go Live Date.
To be determined
20. How many physical locations will be part of the implementation?
Five (5)
21. How many cases are processed annually for each office?
See response to Question No. 1
22. Can you please provide a user count for each office that will be using the CMS?
See response to Question No. 7
23. Document/Template Migration? Yes If so, quantities?
Common Pleas Court (General & Domestic Relations) (75)
Juvenile Court (390)
County Court (75)
24. Reports:
A) Brand new reports? Yes
B) Report Migration? Yes
C) Ad-hoc reporting requirements? Yes

25. Do you have a preference between Hosted or On Premises solution?

No, either solution will be considered.

26. Requirements 5.7 Credit/Debit Card Processing. Can you please provide the following for each Department (Clerk/Court):

- A) Number of Cashbooks One (1) per Court
- B) Number of Credit Card Machines Five (5)
- C) Average number of credit card payments per month (if you are not processing credit cards, can you please provide the average number of payments per month.)
Juvenile Court does not accept credit card payments at this time
Common Pleas Court: (25)
County Court: (400)
- D) Average value of each credit card payment (if you are not processing credit cards, can you please provide the average of each payments per month.)
Common Pleas Court: (\$100.00)
County Court: (\$100.00)
- E) Percentage that are Card Present
Common Pleas Court: 99%
County Court: 100% (When paying in office)
- F) Percentage that are Card not Present
Common Pleas Court: 1%
County Court: 0%; Excluding on-line payments
- G) Number of Check Machines (none)
- H) Average number of check payments per month
Common Pleas Court: (300)
County Court: (400)
Juvenile Court: (10)
- I) Average value of each check payment
Common Pleas Court: (\$200.00)
County Court: (\$100.00)
Juvenile Court: (\$100.00)

27. For the Proposal's Electronic copies, are USB Thumb Drives acceptable?

Yes

28. In Appendix B, Question 1.8.1, please clarify what is being requested in this question.

"System shall allow online and batch entry of data into any data field"

Web based application preferred for data entry.

29. Under Appendix C, in each one of the sections (Vendor Reference, Recent Projects and Subcontractors), there are two reference information spots, i.e. telephone, and Email, but only one reference name and reference address. Please clarify what information is being requested. Should the following read Vendor's? (See example below in red)

Reference Contact Telephone Number – A) Is this to be listed as Vendor's Telephone Number? Yes

Reference Contact Address – B) Vendor's Contact Address? Yes

Reference Contact Email – C) Vendor's Contact Email? Yes

30. In the Reference Section of Appendix C, the questions seem to lean toward Recent Projects instead of a Reference, or did you want to see project details in the reference section as well?

Yes

31. Is it possible for the County to provide a Word Version of the RFP and Response templates? We converted the RFP and Response templates from PDF to Word using Adobe, but the resulting document is not optimized for Word. The instructions say to not change the margins, but the margins are not optimized for printing.

In order for all responses to be consistent among vendors, we cannot provide in a different format than what was provided.

32. The RFP provides state level case counts. Can you identify the number of estimated annual cases for Muskingum County for the courts in scope?

See response to Question No. 1

33. Can you provide the estimated number of users for each Court and Organization accessing the CMS?

See response to Question No. 7

34. Probation is not listed in the Scope section, but is included in the Functional Specifications. Is a Probation System in Scope?

Yes

35. The requirements for Interfaces, Probation, and Jury Management are virtually identical. Can you confirm that these requirements are correct?

Yes, they are correct.

36. The RFP mentions Prosecution and Sheriff's View as high level scope items, but no detailed requirements were found. Can you clarify what are the detailed requirements for these modules?

A module geared for case creation and entry for prosecutor and sheriff.

37. Does the County have an existing Document Management System?

No

38. Are the Courts, Prosecutors, and Sheriff supported by a single system today or multiple systems? Is data conversion from the existing system(s) in scope? If conversion is in scope, how many cases need to be converted?

Multiple. Yes. See responses to Questions Nos. 1, 2, 8 and 9.

39. Does the County have a desired timeframe for go live of the new system?

See responses to Questions Nos. 18 and 19

40. Is this project funded?

Yes

41. Does the County have a database preference for the new CMS?

SQL preferred

42. How many users/(staffing) are there per agency, that need access to the new case management system?
See response to Question No. 7
43. It looks like some of the interface Requirements (section 6) were duplicated in the Probation Requirements (Section 7). Should these duplicates be deleted?
No, they are not duplicated.
44. It looks like some of the Interface Requirements (section 6) were duplicated in the Jury Management Requirements (Section 8). Should these duplicates be deleted?
No, they are not duplicated.
45. Is Jury Management supposed to be part of the solution? If so, are there any specific requirements for this module?
Yes. See Appendix B; 8.0
46. In Appendix A, should we remove the reference to "James Spaeth"?
We do not see his name referenced in Appendix A; Please see RFP on Muskingum Co. website.
47. Section 1.03 states, "CMS solution shall reside and operate on the existing computer hardware owned by the Courts and the Clerk of Court." Will the Courts Group consider a hosted software as a service (SaaS) solution?
Yes, see response to Question No. 4
48. Please provide a total number of system users, not including public users. Can you provide a break-down by office, i.e., number of users in Clerk of Court, General Division, Domestic Relations Division, etc?
See response to Question No. 7
49. Please provide information pertaining to data conversion scope.
- A) Please indicate the number of source databases and format, i.e., SQL, for each office.
SQL for all Courts and JBASE for Prosecutor
 - B) Please indicate the legacy CMS provider?
See response to Question No. 16
 - C) Please indicate the name of image sources and format, i.e., TIF? If so, are these multi-page TIF images or single-page TIF images?
TIF. Both.