



Vendor Name:

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**TARRANT COUNTY**  
PURCHASING DEPARTMENT

*JACK BEACHAM, C.P.M.*  
PURCHASING AGENT

*ROY EDWARDS, C.P.M.*  
ASSISTANT

**RFP NO. 2004-100**

**REQUEST FOR PROPOSALS  
FOR IMPLEMENTATION OF THE  
INDIGENT DEFENSE ON-LINE SYSTEM**

**PROPOSALS DUE MAY 17, 2004  
2:00 P.M.**

**RFP NO. 2004-100**

# TABLE OF CONTENTS

<b>PRE-PROPOSAL CONFERENCE.....</b>	<b>1</b>
<b>OPENING DATE, TIME, PROCEDURES, CONTACTS.....</b>	<b>2</b>
<b>GENERAL CONDITIONS.....</b>	<b>2 – 4</b>
<b>SPECIFICATIONS</b>	
INTRODUCTION.....	5
PROJECT DESCRIPTION .....	6
MANDATORY QUALIFICATIONS .....	8
STATEMENT OF REQUIREMENTS.....	9
RESPONSE FORMAT .....	15
PROPOSAL EVALUATION AND AWARD.....	20
EXHIBIT A – TECHNICAL ARCHITECTURE.....	22
<b>PROPOSAL RESPONSE FORMS AND QUESTIONNAIRE</b>	
FORM FOR DISADVANTAGED BUSINESS ENTERPRISES .....	23
PROPOSAL SIGNATURE FORM.....	24

*This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.*

**RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM**

**PRE-PROPOSAL CONFERENCE**

All bidders are encouraged to attend a Pre-Proposal Conference, to be held as follows:

**DATE:** THURSDAY, APRIL 29, 2004

**TIME:** 10:00 A.M.

**LOCATION:** TARRANT COUNTY ADMINISTRATION BUILDING  
PURCHASING DEPARTMENT CONFERENCE  
100 EAST WEATHERFORD, SUITE 303  
FORT WORTH, TEXAS 76102

**RSVP:** Vendors planning to attend the pre-proposal conference should RSVP, in writing, via facsimile, no later than 5:00 p.m., Wednesday, April 28, 2004.

Send RSVP'S to Rob Cox, at (817) 884-2629.

Questions from vendors will be addressed at the pre-proposal conference. Any vendor who submits a proposal without attending the scheduled pre-proposal conference does so at his own risk. Such applicant who submits a proposal and does not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions.

**RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM**

Tarrant County is soliciting proposals for the **IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM.**

**THE ORIGINAL AND THREE (3) COPIES**  
OF  
**COMPLETED PROPOSALS**  
**MUST BE RECEIVED IN THE**  
**PURCHASING DEPARTMENT**  
**AT 100 E. WEATHERFORD, SUITE 303**  
**FORT WORTH, TEXAS 76102**  
**ON OR BEFORE MAY 17, 2004 AT 2:00 P.M.**

**All proposals, including a "NO BID", are due in the Purchasing Department by the due date,** in sealed envelopes or boxes. All proposals must be clearly marked with the RFP Number and date and time of opening on the outside of the envelope/box. Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures.

**Any proposal received after the date and/or hour set for proposal opening will be returned unopened.** If proposals are sent by mail to the Purchasing Department, the proposer shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of proposals. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the opening, proposals thus delayed will not be considered and will be returned unopened.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by bidder guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

**No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:**

**ROB COX, CONTRACTS ADMINISTRATOR**  
**FAX: (817) 884-2629**

**A written response will be distributed to all registered proposers.**

**The deadline for receipt of written questions shall be 12:00 (Noon), Fort Worth time, Friday, May 5, 2004.**

## RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

**All Proposal Response Forms and Questionnaires must be fully completed and included in your response. Detailed specifications have been provided and any deviations or exceptions must be referenced on the designated response forms which have been provided. Unless deviations are specifically stated herein, services will be provided according to the specifications at no additional charge.**

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

**CONFIDENTIALITY:** Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked “**CONFIDENTIAL INFORMATION**” and **EACH PAGE** must be marked “**CONFIDENTIAL INFORMATION.**” Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.020(b) of the State of Texas County Purchasing Act.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

All **insurance requirements**, including Workers' Compensation as outlined in the Texas State Statutes, shall be met prior to any delivery and shall remain in effect during the life of this contract.

The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

**Continuing non-performance** of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

## RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgment of the County will prevent or hinder the prompt completion of additional work, if awarded.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful bidder may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Introduction

### Purpose

Tarrant County Government employs approximately 3,800 employees in 80 departments throughout 37 different locations within the County. Tarrant County provides local governmental services to the approximately 1.4 million people who reside in Tarrant County. The Information Technology Department assists various County Departments in the planning, acquisition, design, development, testing, and deployment of a wide variety of information technology related Projects. The purpose of this Request for Proposal ("RFP") is to solicit responses to assist the County in planning, analysis, design, development, deployment, and support of a system to manage Indigent Defense services. As a result of this RFP, Tarrant County expects to receive and evaluate responses, select a Vendor, and enter into a not-to-exceed Professional Services Contract. The terms and conditions of the contract will be fully negotiated. The remaining sections of this RFP provide requirements, general information, instructions for submitting responses, Proposal evaluation procedures, and the terms and conditions of the expected agreement.

### Integrated Justice Program Background

In April of 2001, the Information Technology Steering Committee unanimously approved a five-year Program to build an Integrated Criminal Justice Information System (ICJIS). The Program involves a group of users at all levels of government collectively referred to as the Criminal Justice Community (CJC). The Program enables integration beyond the elementary paper based information sharing utilized today to a synergistic approach that will evolve into a fully automated process that reduces data redundancy and latency. The Program will result in significant improvements in how this diverse group of users communicates and processes vital criminal justice information. By providing the right information to the right people at the right time, the CJC will be proactive in identifying opportunities for intervention from the officer in the field to justice policy makers.

In Tarrant County, it is imperative that the CJC collaborate to deliver criminal justice and public safety services. Traditionally, information systems operated by individual CJC agencies have been discrete, and incapable of linking and exchanging information; consequently, the CJC faces significant issues that handicap its efforts to deliver effective and efficient justice related services in Tarrant County.

### Indigent Defense On-Line

As one of the first counties in the State to fully implement the Texas Fair Defense Act, Tarrant County implemented the Public Appointment List Management System (PALM) in January 2002. This stand-alone desktop application was designed to provide the basic ability to manage the indigent defense appointment process as required by the Texas Fair Defense Act. While meeting that immediate need, the system is manually intensive and lacks the ability to provide meaningful data for tracking and reporting purposes, essential to performance measurement and evaluation.

Tarrant County is one of thirteen counties that entered into an agreement with the Texas Conference of Urban Counties ("Urban Counties") to participate in the development of requirements for a Common Integrated Justice System. This endeavor has attracted both statewide and national attention and continues to gain in momentum.

(Indigent Defense Services has been identified as a module of this system.) Tarrant County has furthermore recently deployed the District Attorney Electronic Case Filing System (ECFS), which is the first module of the new Integrated Justice Information System (IJIS).

The focus of this procurement is to leverage the requirements developed by the Urban Counties collaboration to effectively replace the present System (PALM) with a new web based solution that fully integrates with the District Attorney Electronic Case Filing System, mainframe based Case Management and SAP Enterprise Resource Planning system(s). The solution will be utilized not only by the indigent defense program but also by law enforcement agencies, magistrates, defense attorneys, the district attorney, and the judiciary. By utilizing the Urban Counties requirements as the foundation, Tarrant County expects to develop a model information system based on best practices for the management and reporting of indigent defense services that can be applied to other jurisdictions across the State.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Project Description

### Vision

The Tarrant County Criminal Justice Community will possess the capability to proactively manage, support and report attorney appointment processes and subsequent activities required by the Texas Fair Defense Act through the development of an integrated web based solution. The envisioned solution will encompass the following attributes:

- Leverage existing technology investments into the design of the system.
- Provide a clear migration path for the strategic implementation of technology over time, based on resource and funding availability.
- Be continuously available 24 hours a day, 7 days a week, and 365 days a year.
- Be fiscally responsible.
- Operate in a secure environment that addresses security and privacy issues.

### Goals

- To define a planning framework that results in the systematic replacement of the current manual attorney appointment processes with fully automated processes.
- To eliminate the dependence on paper forms as the primary means of data exchange between Law Enforcement Agencies, Magistrates, Defense Attorneys, and the Judiciary.
- To establish a portal for Integrated Justice Information that provides immediate access to authorized users to information that is accurate, timely, and complete, regardless of geographic location.
- To reduce and ultimately eliminate the duplication of data and effort required by the attorney appointment process.

### Objectives

- Enable law enforcement agencies to capture defendant and incident information along with supporting documentation and submit request(s) for counsel within 48 hours of arrest.
- Enable magistrates to electronically review request(s) for counsel and submit request(s) for counsel within 24 hours of the indigency hearing.
- Enable the Office of Attorney Appointments to review request(s) for counsel and process request(s) for counsel as soon as possible, but not later than the end of the first working day after the date on which the Office of Attorney Appointments receives the request for appointment of counsel.
- Enable law enforcement agencies to be notified that the request for counsel has been denied within 24 hours of the denial.
- Enable the appointed attorney to be notified that an appointment has been made within 24 hours of the appointment.
- Enable an appointed attorney to review appointments and capture the date and type of first contact with the defendant within 24 hours of the appointment.

## RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

- Enable an appointed attorney to capture the date and time of the first in person visit with the defendant, as appropriate.
- Enable the Office of Attorney Appointments to be notified when first contact by an appointed attorney is not made within 24 hours of the appointment.
- Enable the appointed attorney and Office of Attorney Appointments to be notified that the District Attorney has accepted/rejected the incident and whether charges were added, removed or modified.
- Enable an appointed attorney to submit a request for payment.
- Enable the Judiciary to review, approve and route request for payment(s) submitted by an appointed attorney to the County Auditor.
- Enable the Office of Attorney Appointments to produce comprehensive reporting measurements that reflect compliance with the Texas Fair Defense Act.

### **Solution**

Tarrant County intends to implement a custom developed solution to satisfy the vision, goals, and objectives of the Indigent Defense On-Line System. As evidenced by participation in the Urban Counties Common Integrated Justice Project, Tarrant County is extremely interested in developing and promoting business best practices and supporting technology standards that can be leveraged throughout the State of Texas.

As a condition of the grant funding being provided by the Texas Task Force on Indigent Defense, Tarrant County is required to provide one full final version of the System, along with annual updates for a minimum of 2 years following the completion of this Project. Additionally, Tarrant County is required to make the source code and programming product available to other Counties upon request at no cost.

While Tarrant County does not expect the Proposer to provide any services to the Task Force or any other interested County, Tarrant County does expect the Proposer to take these considerations into account as part of the planning, architecture, analysis, design and implementation of the solution.

As part of the proposal evaluation process, special consideration may be given to Proposals that offer a scalable Project approach that could be implemented in multiple jurisdictions. Tarrant County fully recognizes it is not feasible for a Proposer to submit a not-to-exceed proposal that extends beyond the requirements contained in this RFP. The intent is to encourage the Proposer to present a collaborative development model to Tarrant County for consideration.

## RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

### **Mandatory Qualifications**

In order to be eligible to respond to this RFP, the Proposer must meet all of the requirements of this section.

#### **Catalog Information System Vendor**

The County will only consider responses submitted by Catalog Information System Vendors (CISV) whose catalog of related services has been received and approved by the Texas Building and Procurement Commission (TBPC) on or before the response submission date.

#### **Experience**

Proposer must be an established commercial entity with a history of successful, large-scale information technology Project(s).

#### **Prime Contractor**

The Proposer must assume responsibility as Prime Contractor for this contract. Subcontracting is allowed for this RFP, subject to the prior written approval of the County and the provisions set forth in this RFP. Proposed subcontractors must be clearly identified in the Proposal.

#### **Responsive Technical Proposals**

The purpose of this section is to provide potential Proposers with a high-level expectation of the services required by this RFP. In addition to this section, the County has prepared a Statement of Requirements. The Proposer is expected to fully address each Requirement in the Technical Response section of the submitted Proposal. In order to be deemed responsive to this RFP, the Proposer must demonstrate verifiable experience in developing solutions using the IBM Rational Unified Process on the Microsoft Technology Platform and specifically the Microsoft .NET architecture.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Statement of Requirements

Tarrant County desires to engage a professional services provider to assist the Information Technology Department in planning, analysis, design, development, deployment, and support of the Indigent Defense On-Line System.

### Contract Requirements

1. The Contract for this System will be deliverable-based using a not to exceed pricing model.
2. The terms and conditions of the Statement of Work and Contract will be fully negotiated.
3. The contract will be managed consistent with the Task Force on Indigent Defense's Grant Rules in Title 1, Part 8, Chapter 173, of the Texas Administrative Code.

### Schedule Requirements

1. The System must be fully operational by no later than January 1, 2005.
2. Once the System is operational, the Vendor will continue to provide support for two (2) months.

### Architecture Requirements

1. The System must utilize the existing Microsoft .NET Application Architecture and Security Infrastructure.

### Project Requirements

1. The System must be developed using the IBM Rational Unified Process.
2. The Vendor must conduct a weekly client review session and provide a written status report that indicates % complete progress against deliverables according to the Statement of Work.

### Documentation Requirements

1. Design Models will be delivered to the County in UML format.
2. Documentation must be delivered to the County in HTML, Adobe Acrobat PDF, and Microsoft Word formats.

### Special Requirements

1. The System must be available 24 hours a day, 7 days per week and provide support a maximum of 500 concurrent users.
2. The System must seamlessly integrate with both the Tarrant County mainframe case management and SAP accounting system(s).
3. The System must utilize the Global Justice XML Data Model.
4. The System must comply with Section 508 of the U.S. Rehabilitation Act of 1973.
5. The System must be accessible and fully functional from any HTML compliant browser.
6. The System must comply with standards published by the Texas Department of Information Resources.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Functional Requirements

The following sections represent a high-level description of the desired functionality:

### Submit Request for Appointed Counsel

1. Detention Facility Officer captures Defendant, Incident, and Financial Information.
2. Defendant swears to and signs Financial Affidavit.
3. Detention Facility Officer witnesses and signs Financial Affidavit.
4. Detention Facility Officer schedules Indigency Hearing.
5. Magistrate informs Defendant of right to request appointment of counsel and asks whether Defendant wants a Court Appointed Attorney.
6. Defendant requests appointment of a Court Appointed Attorney.
7. Magistrate reviews Financial Affidavit.
8. Magistrate interviews/questions Defendant.
9. Magistrate makes determination that Defendant is indigent.
10. Defendant and Magistrate sign Request for Appointed Counsel.
11. Magistrate submits Request for Appointed Counsel to the Office of Attorney Appointments.

### Process Request for Appointed Counsel

1. Office of Attorney Appointments receives/reviews the Request for Appointed Counsel.
2. Office of Attorney Appointments researches Defendant/Incident information in Court Case Management System.
3. Office of Attorney Appointments confirms Defendant has not been released from custody.
4. Office of Attorney Appointments confirms Defendant does not have a Defense Attorney appointed on a pending case.
5. Office of Attorney Appointments determines the appropriate appointment rotation list based upon the highest level and degree of offense Defendant is accused of committing.
6. Office of Attorney Appointments selects next Defense Attorney in the appointment rotation list.
7. Office of Attorney Appointments notifies Defense Attorney and Detention Facility Officer.

### Manage Defendant Contact

1. Defense Attorney contacts Defendant within one working day of appointment.
2. Defense Attorney notifies Office of Attorney Appointments of date and time of initial contact.
3. Defense Attorney interviews Defendant in person.
4. Defense Attorney notifies Office of Attorney Appointments of date and time of in person visit(s).
5. Steps 3-4 may be repeated until the charges have been dismissed, defendant is acquitted, appeals are exhausted, or the Defense Attorney has been relieved of duties by the Court.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## **Manage Notice of Case Filing Decision**

1. District Attorney notifies Office of Attorney Appointments of the charge(s) that were accepted for prosecution.
2. Office of Attorney Appointments enters Defense Attorney appointment into the Court Case Management System.
3. Office of Attorney Appointments notifies Defense Attorney that charge(s) have been filed.

## **Manage Defense Attorney Setting Notification**

1. Court Coordinator determines that a setting is required.
2. Court Coordinator enters setting information into Court Case Management System.
3. Office of Attorney Appointments notifies Defendant, Defense Attorney, and District Attorney of setting.
4. Defendant, Defense Attorney, and District Attorney appear before Judge.
5. Court Coordinator enters setting result into Court Case Management System.
6. Steps 1-5 are repeated until the charges have been disposed, Defendant is acquitted, appeals are exhausted, or the Defense Attorney has been relieved of duties by the Court

## **Manage Defense Attorney Compensation**

1. Defense Attorney submits request for payment itemizing the list of services performed to Office of Attorney Appointments.
2. Office of Attorney Appointments forwards request for payment to Judge.
3. Judge reviews/approves request for payment and forwards to Office of Attorney Appointments.
4. Office of Attorney Appointments forwards order to remit payment to Auditor.
5. Auditor presents claim to Commissioners Court.
6. Commissioners Court approves payment of claim.
7. Auditor remits payment to Defense Attorney.
8. Auditor notifies Judge that payment has been remitted.

## **Manage Defense Attorney List**

1. Defense Attorney submits application for public appointments.
2. Office of Attorney Appointments reviews application.
3. Office of Attorney Appointments forwards application to Judges.
4. Judges review/approve application.
5. Judges forward application to Office of Attorney Appointments.
6. Office of Attorney Appointments adds Defense Attorney to appropriate appointment rotation list(s).
7. Office of Attorney Appointments notifies Defense Attorney.

## **Manage Reporting**

1. Office of Attorney Appointments selects the report type.
2. Office of Attorney Appointments enters/selects report parameters.
3. Office of Attorney Appointments distributes report to Task Force on Indigent Defense.

## RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

### Report Types:

1. Number of appointments made by date range (day, week, month, quarter, annual, and ad hoc) and type of appointment (felony, misdemeanor, etc...).
2. Number of denials of counsel by date range (day, week, month, quarter, annual, and ad hoc) and type of denial.
3. Minimum, maximum, and average number of hours between date/time of arrest and magistration by date range (day, week, month, quarter, annual, and ad hoc).
4. Minimum, maximum, and average number of hours between date/time of magistration and request for counsel by date range (day, week, month, quarter, annual, and ad hoc).
5. Minimum, maximum, and average number of hours between date/time of request for appointment of counsel and appointment/denial by date range (day, week, month, quarter, annual, and ad hoc).
6. Minimum, maximum, and average number of hours between date/time of appointment of counsel and Defense Attorney first contact by date range (day, week, month, quarter, annual, and ad hoc).
7. Minimum, maximum, and average number of days between date/time of appointment and case filing by date range (day, week, month, quarter, annual, and ad hoc).
8. Minimum, maximum, and average number of days between date/time of case filing and disposition by date range (day, week, month, quarter, annual, and ad hoc).
9. Minimum, maximum, and average number of days between date/time of appointment and disposition by date range (day, week, month, quarter, annual, and ad hoc).
10. Minimum, maximum, and average number of total hours billed by Defense Attorney and Offense Type by date range (day, week, month, quarter, annual, and ad hoc).
11. Minimum, maximum, and average number of court appearances by Defense Attorney and Offense Type by date range (day, week, month, quarter, annual, and ad hoc).
12. Minimum, maximum, and average of total payments made to Defense Attorney by Offense Type by date range (day, week, month, quarter, annual, and ad hoc).
13. Minimum, maximum, and average cost of reimbursement types (Court Appearances, Investigation, etc...) by Offense Type by date range (day, week, month, quarter, annual, and ad hoc).
14. Minimum, maximum, and average number of appointments for Defendants with special needs by date range (day, week, month, quarter, annual, and ad hoc).
15. Minimum, maximum, and average number of duplicate appointments and amount of payments made on those cases/charges (day, week, month, quarter, annual, and ad hoc).
16. Minimum, maximum, and average number of non-disposed cases/charges and amount of payments made on those cases/charges (day, week, month, quarter, annual, and ad hoc).
17. Minimum, maximum, and average number of pleas by Defense Attorney, Disposition Type, and Offense Type by date range (day, week, month, quarter, annual, and ad hoc).
18. Minimum, maximum, and average number of trials by Defense Attorney, Disposition Type, and Offense Type by date range (day, week, month, quarter, annual, and ad hoc).
19. Minimum, maximum, and average number of dispositions by Defense Attorney, Disposition Type, and Offense Type by date range (day, week, month, quarter, annual, and ad hoc).

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## **XML Schema Requirements**

The Vendor is expected to assist the County in defining XML schemas that represent the following document(s):

1. Department of Public Safety Criminal History Reporting Form
2. Request/Waiver of Appointed Counsel
3. Defendant Financial Affidavit
4. Notice of Attorney Appointment
5. Notice of Case Filing Decision
6. Notice of Court Setting
7. Appointed Counsel Request for Payment
8. Application for inclusion on the Public Appointment List

## **Application Integration/Data Conversion Requirements**

1. The County is in the process of implementing the SAP Enterprise Resource Planning Public Sector solution. The Vendor will be responsible for assisting the County in developing a bi-directional interface to this environment. Both the technical architecture and implementation approach to this requirement must be clearly documented in the proposed Statement of Work.
2. The County utilizes a combination of the COM/TL feature of Microsoft Host Integration Server 2000 and Microsoft MSMQ as the interface to the mainframe environment. Where an interface to mainframe applications is required, the Vendor must utilize this approach.
3. At go-live, the Vendor will assist the County in performing a data conversion from the existing application into the new System. The County will provide complete documentation of the existing system to the Vendor upon contract award. For estimating purposes, the Vendor should plan on a data conversion effort that requires no more than 80 hours of effort.
4. In addition to the mandatory requirements listed above, the County is interested in implementing a solution that is capable of bi-directional integration with local law enforcement agency systems. Both the technical solution and implementation approach to this requirement must be clearly documented in the proposed Statement of Work.

## **Electronic/Digital Signature Requirements**

1. The County has implemented a Distributed Public Key Infrastructure based on the Microsoft Windows platform for both Internal and External Customers. The System must leverage this capability.
2. The County expects the new solution will incorporate the use of an electronic method to capture hand-written signatures required by the attorney appointment process. Both the technical solution and implementation approach to this requirement must be clearly documented in the proposed Statement of Work.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## **Legal Requirements**

### **Texas Code of Criminal Procedure (CCP)**

1. CCP Article 1.051 – Right to representation by Counsel
2. CCP Article 2.26 – Digital Signature
3. CCP Article 15.17 – Duties of arresting officer and magistrate
4. CCP Article 26.04 – Procedures for Appointing Counsel
5. CCP Article 26.05 – Compensation of Counsel Appointed to Defend
6. CCP Article 26.052 – Appointment of counsel in death penalty case; reimbursement of investigative expenses.

### **Texas Government Code**

1. Section 71.0351 – Indigent Defense Information

### **Texas Uniform Commercial Code**

1. Chapter 43 Uniform Electronic Transactions Act (UETA)

### **Texas Local Government Code**

1. Chapter 203 – Management and Preservation of Records

### **Task Force on Indigent Defense Plans**

1. Tarrant County Indigent Defense Plan – December 27, 2001
2. Tarrant County Indigent Defense Plan Supplement – June 5, 2003
3. Tarrant County Indigent Defense Plan Supplement – June 25, 2003

### **Texas Department of Information Resources**

1. Guidelines for the Management of Electronic Transactions and Signed Records

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Response Format

### Proposal Packaging

The Proposal must be organized in three parts: (1) *Administrative Proposal*; (2) *Technical Proposal*; and (3) *Financial Proposal* (collectively referred to as "submissions"), which each will be evaluated separately. Therefore, each part must be bound and packaged in separate, sealed envelopes/containers, with all three separately sealed parts submitted in a single envelope or shipping carton.

Electronic copies of submissions (Floppy Disk, CD-ROM) must be included in each sealed package with the hard copy submission. To facilitate the evaluation process, one (1) original and three (3) hard copies of each submission must be submitted. Packages containing each submission must be bound separately and clearly identified as to contents. Each package must have a label on the outside of the package or shipping container outlining the following information:

Proposal Address Label:  
Response to RFP 2004-xxx  
RFP for Implementation of the Indigent Defense On-Line  
PROPOSER NAME  
PROPOSER ADDRESS  
Indicate package contents, as applicable:  
ADMINSTRATIVE, TECHNICAL or FINANCIAL PROPOSAL

Proposer assumes all risk of late delivery associated with the submissions not being identified, packaged or labeled in accordance with the foregoing requirements. In the event that the Proposer fails to provide such information on the cover of the sealed packages, the County reserves the right to open the package to determine its contents. Proposer shall have no claim against Tarrant County arising from such opening and such opening shall not affect the validity of the procurement. Notwithstanding the County's right to open the package to ascertain the contents, Proposer assumes all risk of late delivery associated with the Proposal not being identified, packaged or labeled in accordance with the foregoing requirements.

### Bound Submissions

The contents of each submission must be bound, with sub-sections ordered and labeled in accordance with the requirements set forth in this RFP, and in the exact format provided below.

### Table of Contents

Each submission must include a "Table of Contents".

### Index Tabs

Each major section of the submission must be labeled with an index tab that identifies the title of the major section/part as it is named in the "Table of Contents".

### Page Numbering

Each page in a submission must be dated and numbered consecutively from the beginning of the submission through all appended material.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## **Alternate Approaches**

If Proposer wishes to propose a business offering which incorporates different primary business partners, Proposer must submit separate Proposals incorporating each proposed project team.

If Proposer wishes to submit multiple project approaches or solution(s) using the same proposed project team, Proposer may submit alternative technical solutions within a single Proposal provided that each alternative solution: (1) must independently and completely satisfy the requirements of this RFP on its own merits; and (2) is clearly and separately set forth, in the alternative, in both the Technical and Financial Proposals. The intention of allowing alternative solutions is to consider all technical/business solutions for evaluation and award based solely upon the best value to the County.

Based upon recent research of public sector software providers, the County was not able to identify a commercially available software package that fully meets the functional and technical requirements defined in the RFP without significant system modifications. As such, the County has premised the requirements of this RFP on the basis that a custom solution is required. If the Proposer is aware of a commercially available software package that fulfills the vision, goals, and objectives of the Project, the Proposer is encouraged to submit an alternative solution. In order for the County to consider an alternative solution of this type, the Proposer must provide the full cost of the alternative solution, including but not limited to the cost of software licensing, implementation services, system modifications, and software maintenance.

The County is under no obligation to consider alternative approaches.

## **Mandatory Submissions**

Proposals must be physically submitted hard copy form in accordance with the instructions in RFP and may not be submitted by email or facsimile. The Proposal must contain three parts:

- Administrative Proposal
- Technical Proposal
- Financial Proposal

## **Administrative Proposal**

The *Administrative Proposal* must contain the following information, set forth in the order enumerated below:

### **Formal Offer**

The formal offer must be signed and executed by an individual with the capacity and legal authority to bind the Proposer in its offer to the County.

### **Proposer Eligibility**

Proposer must submit a Proposer Eligibility Certification that it meets or exceeds the criteria for eligibility to bid set forth in this RFP.

### **Subcontractor Declaration**

Proposer must identify the name of each proposed key subcontractor.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Conflicts of Interest

The *Administrative Proposal* shall include Proposer's affirmative statement that there are no known factors that currently, or may have the potential to, during the procurement or Contract term, constitute a potential for a conflict of interest in successfully meeting the contractual obligations, including but not limited to:

- The existence of or potential for conflict of interest on the part of the Proposer or any subcontractor due to prior, current, or proposed contracts, engagements, or affiliations; and
- Potential conflicts, including the sequence or timing of the proposed award under this Procurement relative to the timeframe for service delivery, or personnel or financial resource commitments of Proposer or subcontractors to other projects.

## Financial Stability

Proposer must demonstrate financial stability and viability to the sole satisfaction of the County. The *Administrative Proposal* shall include the following documentation:

- A current Financial Statement that has been prepared no more than six months prior to the date of submission of the Proposal.
- For each key subcontractor proposed by Proposer, if any, furnish the most recent annual audited financial statement.

## Technical Proposal

The *Technical Proposal* shall set forth the proposed technical solution in response to this RFP. The proposed technical solution shall meet or exceed the requirements of the RFP. The *Technical Proposal* must be furnished in hard copy and Microsoft Word 2003 format. In the event of a discrepancy, the hard copy shall govern.

In addition to offering a technical solution that meet or exceed each of the specific requirements of the RFP, the Proposer may propose alternatives. In such event, Proposer must clearly identify these as alternative solutions, and must submit corresponding pricing information, if any, for the alternative solution in the *Financial Proposal*. Any alternative solutions, which have been included in the *Technical Proposal* and not so identified "as alternative" will be deemed to have been included as part of the technical solution requested in this RFP. Proposers are strongly advised to consult the detailed requirements set forth in this RFP underlying the following required *Technical Proposal* submissions:

## Experience & References

The Proposer must demonstrate to the sole satisfaction of the County that Proposer and their subcontractors (collectively referred to as "Project Team") can collectively successfully deliver services of the scale and scope set forth in this RFP. Proposer must provide a minimum of three (3) prior or current project experience(s) (hereinafter "Integrated Justice Project Reference") that collectively demonstrate the Project Team's ability to successfully meet all requirements of this solicitation. The Proposer must be able to demonstrate verifiable experience building custom Integrated Justice Systems using the IBM Rational Unified Process, the Microsoft .NET technology platform, the Department of Justice Global XML Data Model, and Digital/Electronic Signature technologies.

In addition to the three (3) Integrated Justice Project References, the Proposer must also provide one (1) prior or current project experience that demonstrates the Project Team's ability to successfully integrate with the SAP Enterprise Resource Planning solution.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Statement of Work

The Proposer must provide a preliminary Statement of Work that describes the work to be performed. In addition to the proposed technical solution, the Statement of Work must address the following:

- Scope
- Approach
- Assumptions and Constraints
- Project Organization
- Risk Management
- Quality Assurance
- Change Control

The Statement of Work must be furnished in hard copy and Microsoft Word 2003 format. In the event of a discrepancy, the hard copy shall govern.

## Project Work Plan

The Proposer must provide a preliminary Project Work Plan that describes the proposed schedule of activities to be performed. The Plan must indicate the proposed activities, schedule and resource commitments of both the County and the Vendor. The Plan must be furnished in both hard copy and Microsoft Project 2003 format. In the event of a discrepancy, the hard copy shall govern.

## Operational Support Plan

The Proposer must provide a preliminary Operational Support Plan that describes the proposed operational support activities to be performed. At a minimum, the County expects the Proposer to provide break/fix support for a minimum of two (2) months, once the system is operational. The Operational Support Plan should describe the support process, along with a proposed service level agreement. The Statement of Work must be furnished in hard copy and Microsoft Word 2003 format. In the event of a discrepancy, the hard copy shall govern.

## Financial Proposal

This Section contains the instructions for preparing the *Financial Proposal*. The *Financial Proposal* must identify all applicable rates and fees that may be charged to the County under the terms of the Contract, and whether such services are to be provided by Proposer or its prospective subcontractors. The fees set forth shall be the sole and exclusive fees chargeable to and payable by the County under the Contract.

## Submission Instructions

Proposer is strongly advised to consult the RFP for detailed requirements underlying each of the required *Financial Proposal* submissions. The *Financial Proposal* must be furnished in hard copy and Microsoft Excel 2003 format. In the event of a discrepancy, the hard copy shall govern.

To the extent that an item or entry is not available, or is inapplicable or inconsistent with the proposal, the Proposer must enter "NA" in such entries on the table include a note of explanation. An entry of zero (0) dollars will be assumed to mean that service is being offered however there is no fee for the service. Additionally, the Proposer may provide other supplemental pricing using the same format as provided in the Tables.

In the event of an ambiguity or omission, the *Financial Proposal* will be deemed to have included all costs associated with delivering the products and services set forth in this solicitation for the entire contract term.

## RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

### Not-To-Exceed Pricing

The *Financial Proposal* shall include a total Not-To-Exceed Price for the requirements set forth in this RFP. The Proposal shall encompass all costs identified in the *Technical Proposal*. This section must include the cost for each deliverable set forth in this RFP, as set forth in the Itemized Deliverable Costs. The Proposal must identify any assumptions made by the Proposer, and the financial impact of each thereof, regarding the proposed use of any County resources.

### Itemized Deliverable Costs

The *Financial Proposal* must detail all costs associated with providing the deliverables set forth in this RFP and the underlying costs in the Not-To-Exceed Price according to the following major cost categories:

No.	Deliverable Name	Estimated Completion Date	Cost
1.	Inception Phase *		\$
2.	Elaboration Phase *		\$
3.	Construction Phase *		\$
4.	Transition Phase *		\$
5.	Operational Support - Month 1		\$
6.	Operational Support - Month 2		\$
7.	Other Costs (Describe)		\$
* If multiple iterations are required for any RUP phase, please indicate and price accordingly.			
<b>Total Cost</b>			<b>\$</b>

### Travel Expenses

The *Financial Proposal* shall include costs associated with any required Travel related expenditures. The County expects the successful Proposer to strictly adhere to the Tarrant County Travel Policies approved by Commissioners Court. The County will only reimburse Travel related expenditures authorized under this Policy. In lieu of providing travel related cost, the Proposer may elect to incorporate these expenses into fully loaded rates for Professional Services. If the Proposer opts to express travel related cost under this provision, the County will not reimburse any travel related expenses.

### Other Costs

The *Financial Proposal* shall clearly indicate additional costs associated with the RFP. If the Proposer is aware of additional cost items that are not otherwise included in the *Financial Proposal*, it is the responsibility of the Proposer to identify and immediately bring these costs items to the attention of the County.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Proposal Evaluation and Award

### Approach

The Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from the following County Departments:

- Information Technology
- Office of Attorney Appointments
- Purchasing Department

The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractor(s) in the evaluation of proposals, as the County deems necessary.

### Evaluation Process

The County intends to conduct evaluation of the proposal responses in eight (8) phases:

- Phase 1: Evaluation of Administrative Proposal Requirements
- Phase 2: Evaluation of Technical Proposal
- Phase 3: Evaluation of Financial Proposal
- Phase 4: Initial Ranking of Proposals
- Phase 5: Results of Oral Presentations
- Phase 6: Final Ranking of Proposals
- Phase 7: Best and Final Offer
- Phase 8: Contract Negotiation

The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases, if it is deemed in the public interest to do so.

### Evaluation of Administrative Proposal

The purpose of this phase is to determine if the Proposal meets the Minimum Proposal Requirements required by Tarrant County. Proposals will be reviewed to determine if they are complete. Failure to comply with the instructions or to submit a complete Proposal may result in it being deemed non-responsive. Only those Proposals determined to be responsive to the Administrative Proposal Requirements will be considered. The County reserves the right to reject any or all Proposals if it is deemed in the public interest to do so.

### Evaluation of Technical Proposal

Proposals will be scored according to how well the Proposer responded to each of the requirements in the Technical Proposal Section. Technical Proposal evaluation points given by each evaluator will be summed and divided by the number of evaluators to compute an average performance score for each Proposal. Financial Proposal information will not be available to the Evaluation Committee during the Technical Proposal evaluation phase.

<u>Point Basis:</u>	<u>Points possible:</u>
Methodology	125
Relevant Experience	250
Project Staffing	250
Corporate and personnel reference checks.	125
Maximum Technical Points: 750 points	

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## Evaluation of Financial Proposal

Proposals will be evaluated separately to assess the Financial Proposal. Financial Proposal points will be awarded based upon price/rate. The lowest Financial Proposal price/rate will be awarded the Maximum Financial Points. Financial Proposals with higher prices or rates will be awarded a percentage of the Maximum Financial Points available based on the percentage of their Financial Proposal price/rate relative to the lowest Financial Proposal price/rate.

Maximum Financial Points: 250 Points

## Initial Ranking of Proposals

The points awarded to the Technical and Financial Proposals will be added together to determine the total score and the ranking of each Proposal.

## Results of Oral Presentations

The Proposals with the three (3) highest scores may be invited to provide an Oral Presentation to the Evaluation Committee. Prior to the Oral Presentation, the Proposer will be provided with a detailed agenda that reflects specific topics that are of interest to the County. At a minimum, the Proposer will be expected to present the Proposed Technical Solution and Project Team to the County. Oral Presentations will last no longer than ½ day.

Scoring of the Oral Presentation will be based on the same criteria used for the ranking of the Technical and Cost Proposal.

<u>Point Basis:</u>	<u>Points possible:</u>
Technical Proposal;	750
Financial Proposal;	250

Maximum Oral Presentation Points: 1000 points

The County reserves the right at its sole discretion to determine if Oral Presentation(s) are in the best interest of the County. The County is under no obligation to conduct Oral Presentation(s).

## Final Ranking of Proposals

The points awarded to the Oral Presentation will determine the total score and the final ranking of the remaining Proposals. In the event, the County elects not to conduct Oral Presentation(s), the final ranking of the remaining Proposals will be determined by the Initial Rankings previously described.

## Best and Final Offer (BAFO)

The Proposals with the two (2) highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee. The County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).

In the event, the County elects not to pursue BAFO(s), Contract Negotiation will be conducted based on the Final Rankings previously described.

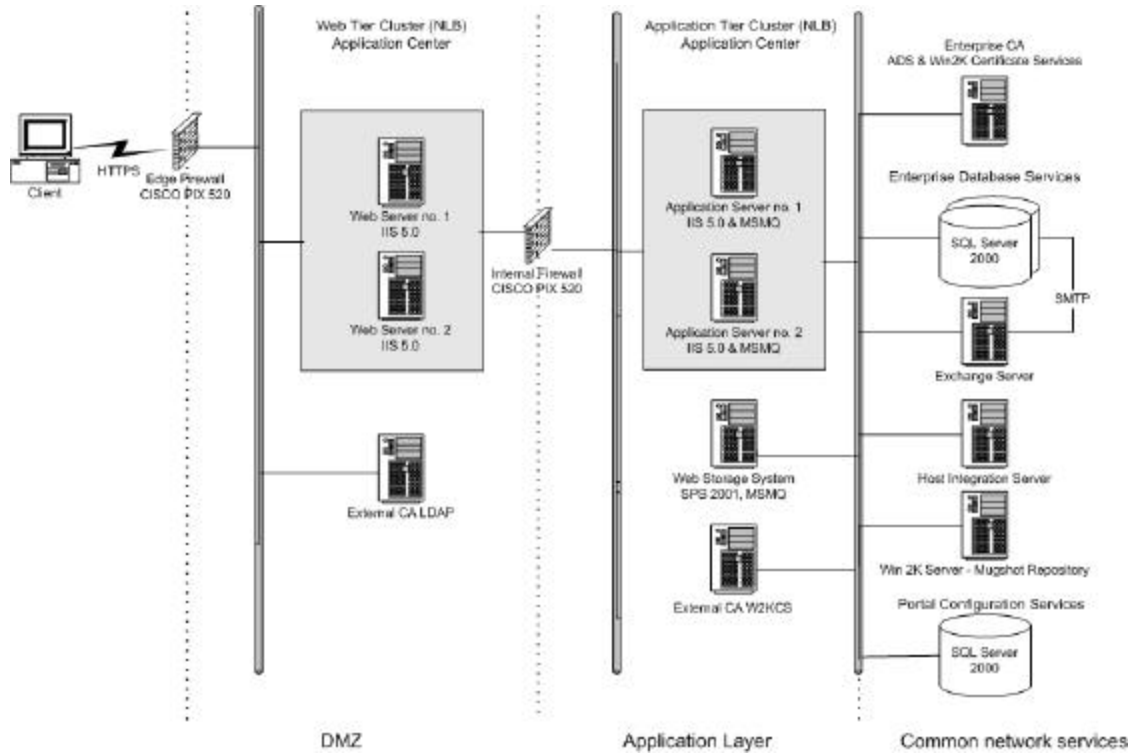
## Contract Negotiation

The Tarrant County Purchasing Department will conduct Contract Negotiations along with representatives from the District Attorney and Information Technology Departments.

The County reserves the right at its sole discretion to determine if a pursuing Contract Negotiation is in the best interest of the County. The County is under no obligation to pursue Contract Negotiation.

# RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM

## EXHIBIT A – Technical Architecture



**RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM**

**FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY**

**Disadvantaged Business Enterprises (DBE)** are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

State of Texas HUB Program  
General Services Commission  
PO Box 13047  
Austin, TX 78711-3047  
(512) 463-5872

**OR**

North Central Texas  
Regional Certification Agency  
624 Six Flags Drive, Suite 216  
Arlington, TX 76011  
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with bid.

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

**Indicate all that apply:**

- \_\_\_\_\_ Minority-Owned Business Enterprise
- \_\_\_\_\_ Women-Owned Business Enterprise
- \_\_\_\_\_ Disadvantaged Business Enterprise

**RFP FOR IMPLEMENTATION OF THE INDIGENT DEFENSE ON-LINE SYSTEM**

The undersigned agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees, if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be sixty (60) calendar days unless a different period is noted by the bidder.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Bidder, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other bidder or to any employee of Tarrant County prior to the official opening of this proposal.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this proposal package.

**NAME AND ADDRESS OF COMPANY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

FAX No. \_\_\_\_\_

**AFTER HOURS EMERGENCY CONTACT:**

Name: \_\_\_\_\_

Tel. No. \_\_\_\_\_

**COMPANY IS:**

Business included in a Corporate Income Tax Return? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ Corporation organized & existing under the laws of the State of \_\_\_\_\_

\_\_\_\_\_ Partnership consisting of \_\_\_\_\_

\_\_\_\_\_ Individual trading as \_\_\_\_\_

\_\_\_\_\_ Principal offices are in the city of \_\_\_\_\_