LEWIS AND CLARK COUNTY

DEPARTMENT OF CRIMINAL JUSTICE SERVICES

REQUEST FOR PROPOSALS
PROJECT MANAGEMENT SERVICES

PROPOSALS DUE:
December 9, 2019
PROJECT SCHEDULE

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<td>September 22, 2019</td>
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<td>Clarification Addenda Issued</td>
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<td>Consultant Selection / Contract Negotiations (on or about)</td>
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INTRODUCTION

Lewis and Clark County is soliciting responses from qualified Project Managers to select an on-site Project Manager (PM) to perform project management tasks and activities for the Lewis and Clark County Criminal Justice Information Sharing (CJIS) Initiative. The CJIS Initiative is focused on developing a comprehensive implementation plan for the recommendations provided in the accompanying Criminal Justice Data Analysis document. The PM selected for this position will be responsible for oversight of the design, development, data integration and implementation of the recommendations. This will include producing a work plan with actions intended to result in improved criminal justice data systems. The goal is data collection which can be used to review and analyze for improvements to the County criminal justice system.

Successful candidate will work closely with, and report to, the Criminal Justice Services Department Director. Additional resources from the creation of a Criminal Justice Information System steering committee will be an integral part of this project and will provide an additional resource to the PM. Additionally, all work conducted by the PM will be reviewed and approved by designated staff from the City County Department of Information Technology and Services (ITS). Work hours are projected at 20 to 40 hours per week over the course of the project. The stated completion date for the CJIS project is June 30, 2022.

BACKGROUND

The mission of the Criminal Justice Services Department is “to promote the safety of the citizens of Lewis and Clark County, the efficient and just treatment of defendants and offenders, the protection and healing of victims, and to work toward prevention of crime and the reduction of recidivism.” To that end the CJS department enlisted the assistance of the Justice Management Institute (JMI) to conduct a comprehensive review and assessment of the criminal justice data collection systems. The resultant report is the initiator for this project effort.

Objectives of this Project Manager:
1. Review the JMI report to gain understanding of the current state, and future direction/approach
2. Develop and maintain the project plan
3. Resolve project planning and scheduling issues
4. Manage CJIS project challenges and maintain momentum
5. Meet with and gather input from the CJIS steering committee
SCOPE OF SERVICES

Lewis and Clark County is seeking the knowledge and services of a qualified Project Manager to implement the recommendations outlined by Justice Management Institute (JMI) in their 2019 Criminal Justice System Data Analysis report. The PM will produce action plans which focus on the following areas:

1.0 **Build capacity with existing systems and opportunities**

The criminal justice system in Lewis and Clark County includes 18 separate core mission applications across distributed agencies and courts. As an example, the city and county have three courts and two prosecutor agencies. Not all the existing applications are being leveraged to their capacity. PM will:

1.1 Form a Criminal Justice Information System (CJIS) steering committee
1.2 Develop master agreements between agencies and courts to define data ownership, sharing, and confidentiality rules, and standards for terminology and data
1.3 Produce a program to assist in implementing the full capacity of FullCourt
1.4 Broaden use of JustWare to leverage full functionality
1.5 Expand WatchGuard functionality and capacity
1.6 Support OMIS implementation
1.7 Automate numerous Excel tools
1.8 Recommend and facilitate actions to facilitate all service providers to use the CONNECT Referral System

2.0 **Electronically share data for simple integration touchpoints**

These are integrations that will help reduce duplicate data entry and reduce errors and cost. Key integration touchpoints (ITP) that can be automated are characterized by targeted information between two agencies/courts that will likely not be included in the e-filing implementation by the Office of Court Administrator. In addition, these opportunities may include the use of email and document exchanges that include smart forms that are easily imported without having to build an application program interface (API). Easy-to-achieve integrations include the following:

ITP 2.4 Booking - *Smart form booking sheet*
ITP 2.5 Affidavit (Complaint) - *Smart form booking sheet*
ITP 2.7 Evidence - *Evidence repository*
ITP 4.1 Case data/documentary evidence - *Evidence repository*
ITP 5.1 PSA and recommendations – *Existing AutoMon EDI*
ITP 5.2 Supervision reports – *Existing AutoMon EDI*

ITP 5.1 and 5.2 are closely related to efforts identified in global recommendation 1.0. The state owns both the AutoMon and FullCourt systems. Pretrial Services in Lewis and Clark County can lead this effort by building and demonstrating the use of smart forms that would easily adapt into both FullCourt and the AutoMon application.
3.0 Develop a shared criminal justice information system (CJIS) platform

This task is considered a high priority. Every integration touchpoint is an opportunity to build an electronic data interchange (EDI). This global recommendation is designed to provide a CJIS platform that can grow component data sets that can be shared across multiple justice system stakeholders. The lead data set, identified as the pilot, is Persons or person identifiers. The unique characteristics of this data set are its utility to almost any function in city and county government, as a repository for many different types of applications. Recommended steps include the following:

3.1 Develop detailed functional and technical specifications.
3.2 Mobilize a stakeholder team with a county ITS lead to work with the developer throughout the process.
3.3 Build a systems integration application and database, using a single data set, Person Identifiers (IDs), as an integration pilot.
3.4 Build incremental integrations over a multi-year period to include the following data sets, each with its own set of rules and restrictions about ownership, sharing, and use of information. Almost every integration touchpoint is an opportunity to map to one of the data sets.
   • Case data: defendant, charges, shared booking data
   • Bond and release data
   • Evidence
   • Shared calendars
   • Bench warrants and detainers
   • Disposition data
   • Probation and supervision data
3.5 Build attorney and defendant portals.

4.0 Develop and build a data warehouse for reporting and managing information

A shared CJIS database in combination with a data warehouse will enable reports to be built specifically associated with the workload of each decision-maker or user of the system. Recommended steps include the following:

4.1 Establish outcome measures useful to each stakeholder.
4.2 Build requirements for production and management reports (dashboards) customized for each stakeholder and agreements about the type and use of public facing dashboards. Specifically, look at other applicable governmental jail dashboard and date visualization projects.
4.3 Engage a developer to build a data warehouse and to map, design, and build reports using the shared CJIS database.
4.4 Build primary production and workload reports initially. Use reports to refine and inform existing applications and data entry.
4.5 Build outcome reports based on performance measures, both internal and public facing.

DELIVERABLES

The proposed Project Manager (PM) must address each of the goals, 1 through 4, listed in the Scope of Services, including the objectives, and provide a timeline for when each will be complete.
**RFP REQUIREMENTS**

All proposing entities must have expertise in the field of Project Management. Project Management Institute (PMI) Certification, or equivalent, preferred. Proposing entities should demonstrate expert knowledge of principles and practices of electronic data and information management systems and procedures, solid technical backgrounds, with understanding or hands-on experience in software development and integration technologies; proven working experience as a project manager in the information technology domain; and strong organizational skills including attention to detail and multi-tasking skills.

Proposers shall submit one (1) unbound, original proposal with four (4) copies. Proposals should be limited to 16 double-sided pages, double-spaced, 12-point font, Times New Roman. The page limit does not include a cover sheet.

All proposals submitted in response to this solicitation must be received in the Lewis and Clark County Criminal Justice Services Department Office, 406 Fuller Ave., Suite 202, Helena, MT 59623 by **4:00 p.m. on December 9, 2019** and must contain the following information:

1. **Executive Summary**- Proposals should include a brief summary of overall qualifications and experience of the Project Manager, as it pertains to the PM’s ability to provide the services outlined in this RFP, including any aspects that would enable the PM to excel at the requested services and attributes that would provide value and added benefits.

2. **Technical Proposal/Work Plan**- Proposals must include a detailed plan that addresses the requirements laid forth in the Scope of Services. Submitted proposals must address the PM’s experience and methodology in addressing each of the project’s components listed in the Scope of Services. Technical work plans should also include project time line, organizational review and any subcontractors.

3. **Statement of Qualifications & Experience**- Proposals should address the organization’s qualifications and experience as it relates to providing the type of services specified in the Scope of Services. Proposals need to include the experience and qualifications of the Project Manager to be assigned under this agreement. Proposals should include a job description for the Project Manager. Provide the qualifications and experience of any subcontractors that would have a role under this agreement. If a corporation, business, proposers must also provide the number of years the organization has been in operation.

4. **Fee Schedule**- Provide an outline of how funds will be used and distributed over the initial three (3) year span.

5. **References**- Proposals must also include at least three (3) public agency references for program development and efficacy.
BUDGET AND PROGRAM TIMELINE
Funding for this data project stems from the operational Jail Levy passed by the constituents of Lewis and Clark County in November 2017. The project budget for this fiscal year is $100,000 with annual renewals anticipated for at least two more years subject to approval of the County Commission. An overall budget detail and budget narrative must be provided.

EVALUATION AND SELECTION
Proposals shall be reviewed and evaluated by a selection committee. The selection committee reserves the right to conduct interviews of any or all proposing organizations, as it deems necessary.

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<tr>
<th>Criteria</th>
<th>Maximum Points Possible</th>
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<tr>
<td>1. Responsiveness to the RFP – Proposals will be evaluated on the level of detail included in the response to all requests outlined in the solicitation, as well as the relevance of the responses to the needs of the County.</td>
<td>20 Points</td>
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<td>2. Project Methodology and Work Plan – Proposals outline a comprehensive program plan that will fulfill the requirements listed in the Scope of Services.</td>
<td>40 Points</td>
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<td>3. Overall Qualifications and Experience – Provides a comprehensive outline of experience working as Project Manager. Proposer has provided three (3) references attesting to their qualifications.</td>
<td>25 Points</td>
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<td>4. Overall Experience Working with data systems in the Criminal Justice System – Provide a description of how the Project Manager has done such.</td>
<td>15 Points</td>
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RFP CLARIFICATION
To ensure a fair and objective evaluation of all proposals, all questions regarding this RFP or other proposal documents shall be directed, in writing to the Point of Contact listed in the RFP. For the purpose of this RFP, email is the preferred form of communication. To be given consideration, requests for clarification must be received by the due date listed on the included Project Schedule. Questions will be documented, and an addendum will be issued with the responses. Such addendum will be emailed to all known RFP recipients. A copy will be posted to the Criminal Justice Services Department website no later than 5 p.m. on the date indicated on the Project Schedule. **Under no circumstance may the Proposing Organization contact any County staff or elected officials directly.** All official communication with Proposers and questions regarding this RFP will be with the contact listed below:

Gloria Soja  
Criminal Justice Services Department Coordinator  
Lewis and Clark County  
406 Fuller Ave, Suite 202, Helena, MT 59623  
(406) 457-8843  
gsoja@lccountymt.gov
ACCEPTANCE and REJECTIONS

The County reserves the right to select any or reject any and all proposals in their best interest. The County also reserves the right to reject any or all candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced or conditional qualifications. The County also reserves the right to re-solicit, waive all informalities not involving price, time or changes in the work, and to negotiate contract terms with the apparent successful candidate.

The County is not responsible for costs incurred in preparation of this proposal. Proposals will not be returned and will become property of the County once submitted, which could be publicly shared. By submitting a proposal, candidates agree to the terms and conditions of the RFP and the RFP will become part of the successful candidate’s contract. The County will submit a draft agreement to the selected candidate to be used on this project. The County will negotiate terms with the successful candidate prior to commencement of work.

Non-Discrimination
In accordance with federal and state laws, the respondent agrees not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, national origin, sex or age with regard to, but not limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; lay-offs or terminations; rates of pay or other forms of compensation; selection for training; or rendition of services.

It is further understood that any vendor who is in violation of this clause shall be barred forthwith from receiving awards of any purchase from Lewis and Clark County unless a satisfactory showing is made that discriminatory practices have ceased, and the recurrence of such acts is unlikely.

Insurance Requirements
The vendor shall maintain for the duration of the contract, at its cost, general liability insurance from an insurance carrier licensed to do business in the State of Montana in the amount of seven hundred and fifty thousand dollars ($750,000.00) for each occurrence (minimum) and one million five hundred thousand dollars ($1,500,000.00) aggregate. Vendor also agrees to maintain workers compensation insurance. Proof of general liability and workers compensation insurance shall be provided to the County prior to commencing work under this agreement. The County must be listed as additional insured on the general liability insurance certificate.

Submissions received after the Proposal Deadline as indicated in the project schedule will not be accepted.
ATTACHMENT 1
NOTICE OF INTENT TO RESPOND

_________________________________ (Firm) received the above solicitation.

We have reviewed the solicitation and we:

☐ Do  ☐ Do not intend to provide a proposal.

Firm Name ________________________________________________________________

Representative ____________________________________________________________

Title ________________________________________________________________

Mailing Address __________________________________________________________

________________________________

Telephone ______________________________________________________________

Fax ______________________________________________________________

Email ______________________________________________________________

Please return this Notice of Intent to Respond by 4:00 P.M. MST November 4, 2019 to:

Gloria Soja
Criminal Justice Services Department Coordinator
Lewis and Clark County
406 Fuller Ave., Suite 202, Helena, MT 59623
(406) 457-8843
gsoja@lccountymt.gov

(It is not mandatory that you return this Intent to Respond Form by the above date and time in order to submit a proposal. However, doing so will ensure that you receive any addendums and responses for clarification.)