

ORDINANCE NO. 106-14

AN ORDINANCE AUTHORIZING THE CLERK OF COURT TO SOLICIT REQUESTS FOR PROPOSALS (RFP's) FOR NEW CASE MANAGEMENT SOFTWARE FOR THE MEDINA MUNICIPAL COURT, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Clerk of Court is hereby authorized and directed to solicit Requests for Proposals (RFP's) for new Case Management Software for the Medina Municipal Court.
- SEC. 2:** That a copy of the RFP is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to meet the deadline for them to be returned by July 15, 2014; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: June 9, 2014

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: June 10, 2014

SIGNED: Dennis Hanwell
Mayor

MEDINA MUNICIPAL CLERK OF COURT:
RFP SPECIFICATIONS/GENERAL REQUIREMENTS FOR
CASE MANAGEMENT/POST DISPOSITION SYSTEM AND SERVICES

General Information

The Medina Municipal Court is seeking a Case Management/ Post Disposition Management System. The court currently uses Civica/CMI Court and Civil Authority Systems.

Scope of new System

- Basic Court Case Management System
- Probation Case Management
- Post Disposition Case Management
- Backup/Disaster Recovery / Business Continuity
- Records Management (digital and paper)
- Implementation Services
- Training Services
- Help Desk Services
- Software Maintenance
- Conversion of current data to new CMS
- Goal to become as paperless as possible (future goal)
- System to comply with local, state, and federal laws
- Server and software needed to support the case management/post disposition system
- Scheduling system for judge and magistrates

Core Components

- Case Management System
 - Including all case related financial functions and robust reporting capabilities
 - Ability to recreate a financial report or receipt at any time.
- Electronic Content management
 - Documents scanned to the case
 - Documents created from the case also stored with the case
 - Scanned documents attached to the case and to individual docket entries
- E-filing Workflow
 - The ability to accept e-filings along with payment for the e-filing in the future.
- Web-Based Public access, configurable by the court, for searches, and e-payments
- Electronic/online payment of fines and costs (optional)
- Probation Case Management

- Digital /E-signatures and authentication
 - For warrants, court orders, etc.
- Security for electronic case documents
- Ohio Supreme Court reports
- Integration to be included in the implementation
 - OCN (Ohio Courts Network)
 - BMV (Bureau of Motor Vehicles)
 - BCI&I (Bureau of Criminal Identification and Investigation)
- Civil and Traffic/Criminal systems should be integrated
- Integration with Capital Recovery Systems, Inc.
- E-ticket integration with EmergiTech (optional and in the future)
- System Documentation including Data Dictionary or equivalent.

RFP Requirements

- Three (3) copies of the RFP shall be submitted.
- RFP's must be received by July 15, 2014 at 10:00 A.M. The RFP submitter is responsible for the timely receipt of their RFP. Late RFP's will not be accepted or considered.
- RFP's may be by mail or delivery service, or in person. RFP's should be submitted to the following address:

Clerk of Court
 Medina Municipal Court
 135 N. Elmwood Ave.
 Medina, OH 44256

- RFPs will be reviewed and evaluated by the Clerk of Court and an evaluation committee. RFP's will NOT be opened and read publically.
- The evaluation committee will read the RFP's and invite qualifying vendors to present software demonstrations to the committee and others in the court.
- The Court will tentatively accept a vendor's proposal by December 31, 2014.
- The City and Clerk of Court reserve the right to refuse all RFP's.

Other Conditions

- During the review process, vendors may be asked to provide sample reports and forms.
- All activities conducted by the vendor shall comply with all federal, state and local laws.
- RFP will include a continuity statement for vendor's company. This will include escrow provisions for software.

Selection Process

The City and Court will review all RFP's submitted to determine which firms are qualified to provide software systems and services. Firms that are not considered to be qualified to provide software and services will be eliminated from further consideration. When evaluating the RFP's the Clerk will consider previous experience on similar projects, technical ability, references, price proposal, tentative start and completion dates, and any other relevant / or applicable items. If deemed necessary by the project review team, the City or Court may elect to invite a limited number of selected firms to interview and make presentations and demonstrations. Interested firms are advised that the total cost and financing options will be one of the factors considered by the city and court when evaluating RFP's, but cost will not be the only factor.. The city may not necessarily select the firm that submits the lowest price.

The City of Medina reserves the right to reject any and all RFP's and the right to waive any informalities or irregularities in the RFP.

Liability

The City of Medina assumes no responsibility or liability for cost incurred by the firm prior to signing of an agreement. Total liability of the City of Medina is limited to the terms and conditions of any contract resulting from an RFP.

Summary

The RFP specifications are intended to allow qualified firms to show their capability for providing services for the benefit of the Medina Municipal Court.

Issuing Office/Project Administrator

These RFP specifications are being issued by the City of Medina, Ohio through the Clerk of Court for the Medina Municipal Court. All questions regarding these RFP specifications should be directed to:

Nancy Abbott
Clerk of Court
135 N. Elmwood Ave.
Medina, Ohio 44256
nabbott@medinamunicipalcourt.org

If an answer to a vendor question is relevant to the project, all vendors who have submitted an RFP will receive that same answer by email.