



LINN COUNTY DISTRICT ATTORNEY

August 17, 2022

ADDENDUM NO. 1

RFP NO. 2022-188

Linn County District Attorney Case Management System Replacement

PROPOSALS DUE: October 17, 2022

The Request for Proposals (RFP) listed above is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Proposers shall take this Addendum into consideration when preparing and submitting bids.

AMENDMENTS		
Item No.	Location	Change
1.0	SECTION B.1 - INTRODUCTION	The final paragraph is amended to read as follows: The County anticipates the award of one contract from this RFP, with the contract anticipated to start in December 2022. The initial Contract term shall begin at execution through December 31, 2023, with annual maintenance agreements not beyond an additional 8 years.
1.1	SECTION B.2 - SCHEDULE	Proposals are Due Monday October 17, 2022 by 5:00 P.M. PST
1.2	EXHIBIT B – Affidavit of Trade Secret	Exhibit B – Affidavit of Trade Secret is replaced with the attached Exhibit B.
CLARIFICATIONS		
Item No.	Location	Q&A
1.0	SECTION C.4.3 - LICENSING	Question: <i>The County prefers enterprise licensing. In order to determine if Linn County meets the enterprise-licensing threshold, can you provide the number of</i>

Addendum No. 1
RFP No. 2022-188

		<p><i>full time employees and part time employees including the number of interns and/or volunteers that would be accessing the CMS?</i></p> <p>County Response: Linn County has 44 licenses issued for the District Attorney's current case management system.</p>
1.1	SECTION C.4.4.3 – INSTALLATION PLAN	<p>Question: <i>Regarding integrating with SilverSky email and calendaring. What email and calendaring platform do you currently use with SilverSky (i.e. Outlook, Office 365, gmail)?</i></p> <p>County Response: Microsoft Outlook Versions 2016, 2019, and 2021.</p>
1.2	SECTION C.6.2. – TYLER ODYSSEY SYSTEM INTERFACE	<p>Question: <i>Does Linn County currently interface with Tyler Odyssey File & Serve? If not, do you currently have an agreement with the court and Tyler to create this interface?</i></p> <p>County Response: Linn County is currently running an interface with Tyler Odyssey File & Serve.</p>
1.3	SECTION C.6.6. – AUTOMATION/WORKFLOWS	<p>Question: <i>Can Linn County provide examples and more information about the 36 automated workflows currently used in the JW system?</i></p> <p>County Response: Automations/Workflows are customizable triggers and actions within the case management system that run as miniature program or methods/functions in response to user action and data entry.</p> <p>For example, one of our oldest and most relied upon rules is entitled "Vic 1st Ltr upon opening case". This automation is triggered when an end user updates the case status and saves that change. The automation runs in real-time. If that particular case status was in Intake, Under Review or Warrant status prior to the update, and the update was to Open or Active, then the rule inspects all name records attached to the case. If any of those name records has a Victim involvement type, then the rule inspects</p>

Addendum No. 1
RFP No. 2022-188

		<p>the type of case, if it is a domestic violence case type, then the custom document template titled "DV-LEDS No Contact" is sent to the printer along with the Victim First custom document template. The last action performed if a DV case, is to update the victims involved to acknowledge that their victim first letter has been printed. If the case is not a DV case, and is a Felony or Misdemeanor, then the Victim First custom document template is printed and the individual victims are updated to acknowledge that their letters have been printed so they won't be printed in the future again.</p> <p>Over time, this rule has been customized several times by the office to evaluate people, cases, and other case data to react and take different action as a result. This in-office maintenance and customizability of any automation triggers and actions along with the document templates is a primary priority the winning system will deliver.</p>
--	--	--

END OF ADDENDUM