



LINN COUNTY DISTRICT ATTORNEY

October 7, 2022

ADDENDUM NO. 3 - FINAL ADDENDUM

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 its bid.

ADDITIONAL CLARIFICATIONS		
Item No.	Location	Q&A
3.0	SECTION D.3 – EVALUATION PROCESS	<p>Question: Has the County allocated a budget for this effort? If so, can the County share this figure?</p> <p>County Response: The final budget for this project will be determined based upon the features and services proposed</p>
3.1	SECTION C.4.3- LICENSING	<p>Question: How many users are expected for the system on the initial go-live (and the number of users over some phased rollouts or growth over time)?</p> <p>County Response: We currently have 42 users, we do anticipate growth within our agency so we are looking for a company that can accommodate our needs as we grow.</p>
3.2	SECTION C.4.3- LICENSING	<p>Question: For these users, how many are “full access” internal Linn County employees or contractors/designates (and the number of</p>

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		users that are external parties that have some types of limited access)? County Response: All
3.3	SECTION C.4.3- LICENSING	Question: Can you clarify what you are looking for in Enterprise Licensing pricing? County Response: The county prefers an enterprise (flat fee) versus per seat licensing.
3.4	SECTION C.6.4 SPECIFIC DELIVERABLES	Question: Can you provide a list of the names (and supporting details if available) of the 100 document templates required? County Response: Data Specific items will be provided upon award.
3.5	SECTION C.6.5 SPECIFIC DELIVERABLES	Question: Can you provide a list of the names (and supporting details if available) of the 36 reports required? County Response: Data Specific items will be provided upon award.
3.6	SECTION D.1 PROPOSAL REQUIREMENT	Question: Can the need for hand-delivered paper copies be replaced with electronic delivery to a Procurement/bid portal or via email? County Response: Proposals shall be submitted in sealed packages or envelopes and clearly marked as stated in section D.1. We do not have a way to accept electronic delivery to a bid portal or email without following the guidelines as outlined in section D.1.1
3.7	SECTION C.6.1 JAIL CMS INTEGRATION	Question: Can you provide fields identified for the desired API integration with Linn County Sheriff's Office Integration? County Response: Data Specific items will be provided upon award
3.8	SECTION C.6.2 TYLER ODYSSEY SYSTEM INTERFACE	Question: Can you provide fields identified for the desired API integration with Tyler Odyssey System Interface? County Response: Data Specific items will be provided upon award
3.9	SECTION C.4.4.3 INSTALLATION PLAN	Question: Can you provide fields identified for the desired integration with SilverSky email and calendaring system?

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		County Response: Data Specific items will be provided upon award
3.10	SECTION C.2 OBJECTIVES	Question: For the systems listed in Section C.2, which of these systems are in-scope for this response? (In other words, which system integrations do you want included in the scope and cost of the Proposal Response to RFP?) County Response: Question is unclear. Section C.2 describes Objective of the RFP.
3.11	SECTION C.4.2 CURRENT TECHNICAL ENVIRONMENT	Question: Does Linn County have an existing and/or preferred integration tool (sometimes referred to as “ETL” or “middleware”)? County Response: We do not have a preferred tool and will consider all vendor recommendations.
3.12	SECTION D.2.4 CLARIFICATIONS, OBJECTIONS, AND QUESTIONS	Question: Will Linn County answers to questions be shared back to all firms who submit questions or will each firm only receive answers to their questions? Also, will these answers be provided as questions are received or at some date soon after Oct 1? County Response: Yes, all questions and answers will be public record and viewable on the Oregonbuys and the County website in the form of an addendum.
3.13	SECTION C.4.4.5 DATA CONVERSION	Question: Can we get the data in MS SQL SERVER format, if not what format will it be provided in? County Response: Yes, SQL format can be provided.
3.14	SECTION C.4.4.5 DATA CONVERSION	Question: How many tables and how many columns need to be converted from each source? County Response: Data Specific items will be provided upon award.
3.15	SECTION C.4.4.5 DATA CONVERSION	Question: How large is the database in terms of storage size for each system? County Response: Data Specific items will be provided upon award.
3.16	SECTION C.4.4.5 DATA CONVERSION	Question: How large is the database in terms of number of records for each system? County Response: Data Specific items will be provided upon award.

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3.17	SECTION C.4.4.5 DATA CONVERSION	<p>Question: How many years of data will be brought over for each system?</p> <p>County Response: Data Specific items will be provided upon award.</p>
3.18	SECTION C.4.4.5 DATA CONVERSION	<p>Question: For every given DMS what types of files are included?</p> <p>County Response: Data Specific items will be provided upon award.</p>
3.19	SECTION C.4.4.5 DATA CONVERSION	<p>Question: For every given document source how may files and of what size range are to be included?</p> <p>County Response: Data Specific items will be provided upon award.</p>
3.20	SECTION C.4.2 CURRENT TECHNICAL ENVIRONMENT	<p>Question: "The product must be able to run under the current environment as shown below... The majority of County servers are hosted on VMware ESX" Does this mean the solution is required to be hosted by the county on VMware ESX?</p> <p>If no, will the county consider a vendor-hosted solution?</p> <p>County Response: Yes, the County would also consider a vendor-hosted solution.</p>
3.21	SECTION D.2.4 CLARIFICATIONS, OBJECTIONS, AND QUESTIONS	<p>Question: When can potential respondents expect to receive responses for the various questions submitted by the published deadline?</p> <p>County Response: The County shall not issue an amendment less than 72 hours before the proposal due date and time unless the amendment also extends the due date and time.</p>
3.22	SECTION C.3 SERVICES TO BE PROVIDED	<p>Question: Will the County accept a Software as a Service solution hosted by the supplier in a CJIS-compliant cloud environment in lieu of an "enterprise license" and on-site installation?</p> <p>County Response: The County will consider all options.</p>
3.23	SECTION C.3 SERVICES TO BE PROVIDED	<p>Question: Will the county accept a Software as a Service solution that is installed and hosting by the County in a CJIS-compliant cloud-based environment operated and controlled by the County?</p>

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		County Response: Yes, we will consider.
3.24	SECTION C.4.3 LICENSING	Question: Will the county accept a Software as a Service agreement that is not based on per seat “licensing” in lieu of an “enterprise agreement?” County Response: Yes, we will consider.
3.25	SECTION C – SCOPE OF WORK	Question: Approximately how many prosecuting attorneys will be using the new District Attorney Case Management System? County Response: We currently have 14 prosecuting attorneys that will be using the system and 42 total users.
3.26	SECTION C – SCOPE OF WORK	Question: How many law enforcement agencies are submitting cases to the Linn County District Attorney’s Office for prosecution? County Response: We have 5 Linn County LE agencies, less frequently we have surrounding county agencies that also submit reports that have to be factored in. We have a total of 265 agencies that have been added in our data base.
3.27	SECTION C – SCOPE OF WORK	Question: Please provide some information regarding the annual caseload volumes by case type, i.e. felony, misdemeanor, juvenile and the like. County Response: See LCDA caseload chart at the end of this Addendum.
3.28	SECTION C – SCOPE OF WORK	Question: How are the law enforcement agencies currently submitting digital multi-media evidence (photos, audio recordings, body-cam and other video) to the Linn County District Attorney’s Office? County Response: Of the 5 LE agencies – 2 agencies provide DVD’s; 1 agency uses Getac and 2 agencies use WatchGuard.
3.29	SECTION C – SCOPE OF WORK	Question: How is the District Attorney’s Office handling the disclosure/discovery of case materials with defense attorneys, including digital multi-media evidence?

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		<p>County Response: We use JusticeWeb (from JustWare) to provide discovery of paper reports, photos, small sized videos and audio interviews for all cases. We Cloud Share the WatchGuard body cams and patrol videos directly from WatchGuard and we make copies of the DVD's to send to the defense.</p>
3.30	SECTION C.6.2-TYLER ODYSSEY SYSTEM INTERFACE	<p>Question: In Section C.6.2, the County specifies that an interface with the Tyler Odyssey System is required. Is this an integration above and beyond electronic case filing to the courts through Tyler's File and Serve interface? If so, does the JustWare application have a direct interface with the Tyler Odyssey System? Has Linn County licensed Tyler's application programming interface and deployed it successfully with any other application? Please describe any existing interface(s) with Tyler's Odyssey System and explain how it was developed.</p> <p>County Response: No, JustWare does not have a direct interface with Tyler Odyssey system.</p>
3.31	SECTION D.2. PROCUREMENT PROCESS	<p>Question: Given the short time available between the submission of questions, the County providing responses, and the potential respondents' review of the County's responses, will the County consider extending the proposal deadline for one week to October 24, 2022? Or provide two weeks for proposal preparation after the County publishes all questions and responses?</p> <p>County Response: No, we do not anticipate extending the deadline.</p>
3.32	SECTION D.2.4 CLARIFICATIONS, OBJECTIONS, AND QUESTIONS	<p>Question: Will all questions and answers from all vendors be shared?</p> <p>County Response: Yes, all questions and answers will be public record and viewable on the OregonBuys and the County website in the form of an addendum.</p>

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3.33	SECTION C – SCOPE OF WORK	<p>Question: Does the County wish to include document management capabilities (check-in, checkout, version control, audit trails, etc.) as part of this procurement?</p> <p>County Response: The County would consider.</p>
3.34	SECTION C – SCOPE OF WORK	<p>Question: Has the County considered using Laserfiche for document management?</p> <p>County Response: The county currently uses Laserfiche for certain agencies and would consider expanding.</p>
3.35	SECTION C – SCOPE OF WORK	<p>Question: Where will the software be hosted on premise or in the cloud? If hosting in the cloud, does the County have a preferred cloud environment such as AWS GovCloud or Microsoft Azure Government?</p> <p>County Response: We would prefer a cloud-based option, if it makes financial sense for our organization. There is not currently a preferred cloud environment.</p>
3.36	SECTION D.2. PROCUREMENT PROCESS	<p>Question: Have you evaluated or viewed any other vendor's products? If yes, please provide details.</p> <p>County Response: The County has an obligation to consider all vendors.</p>
3.37	SECTION C – SCOPE OF WORK	<p>Question: Will preference be given to browser-based applications?</p> <p>County Response: The County has an obligation to consider all vendors.</p>
3.38	SECTION C – SCOPE OF WORK	<p>Question: Are solutions that utilize VDI technology (Citrix, RDP, VMware View) acceptable?</p> <p>County Response: The County would consider if product meets our needs.</p>

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3.39	SECTION C – SCOPE OF WORK	<p>Question: Will any users be accessing the system via VPN? If yes, please provide technical requirements.</p> <p>County Response: Yes, information to be provided upon award</p>
3.40	SECTION C – SCOPE OF WORK	<p>Question: If planning on migrating data to the new system what sample data, record layouts, schema, ERD etc. is available for analysis?</p> <p>County Response: Data specific information to be provided upon award.</p>
3.41	SECTION C – SCOPE OF WORK	<p>Question: What is the desired timeframe for implementation and go-live?</p> <p>County Response: Desired timeframe is June 30, 2023 but is negotiable based on agreed date between awarded company and Linn County.</p>
3.42	SECTION C – SCOPE OF WORK	<p>Question: Will any consultant be assisting with product selection or implementation? If a consultant is involved, please identify them. If assisting with the implementation, what systems have they had experience with in the past.</p> <p>County Response: Chad Morris is currently contracted with Linn County to assist with CMS needs. He has extensive knowledge with JW 5, JW 6 and FileVine.</p>
3.43	SECTION C – SCOPE OF WORK	<p>Question: What accounting software system is currently in use by the organization? Is the desire to replace it or integrate with it?</p> <p>County Response: All accounting is done with current CMS</p>
3.44	SECTION C – SCOPE OF WORK	<p>Question: What email client is currently being used and is integration with email a requirement of this project?</p> <p>County Response: Outlook is our email client, we do not integrate with current system. We are looking for comparable or improved options.</p>
3.45	SECTION C – SCOPE OF WORK	<p>Question: What system is being used for Calendaring? Is the desire to replace it or integrate with it?</p>

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		<p>County Response: JustWare, Tyler and Outlook. We are looking for comparable or improved options.</p>
3.46	SECTION C – SCOPE OF WORK	<p>Question: What is being used for file room/records management to track physical paper-based files? Is the desire to replace or integrate with it?</p> <p>County Response: We currently do not use a file room/records management system, but would consider.</p>
3.47	SECTION C – SCOPE OF WORK	<p>Question: Does the County wish to create and maintain court rules internally or to use a third-party service?</p> <p>County Response: Question being asked is unclear. We currently maintain all chargeable offenses through JustWare’s statute table.</p>
3.48	SECTION C – SCOPE OF WORK	<p>Question: Is legal hold functionality a requirement?</p> <p>County Response: Preference isn’t given but we would certainly like to see this feature if one exists.</p>
3.49	SECTION C.2 OBJECTIVES	<p>Question: Are integrations described on page 4, WebLEDS, Enforcement Data Systems (LEDS), Oregon eCourt Case Information (OECI), OJD eFiling (File & Serve), Laserfiche (LF), Key Bank, Linn County Sheriff’s Office (LCSO), Jail Intake Custom Integration, Laserfiche, WatchGuard, Lebanon Police Department (LPD), Evidence.com, WatchGuard and Albany Police Department to be include in the proposal? If so, provide technical and functional requirements for each.</p> <p>County Response: These do not have to be provided in the proposal, we will provide technical and functional requirements for each upon award.</p>
3.50	SECTION C.2 OBJECTIVES	<p>Question: What other systems will be integrated into the new case management system?</p> <p>County Response: Data Specific items will be provided upon award</p>

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3.51	SECTION C.4 SCOPE OF WORK	<p>Question: “Installation and replacement of JustWare and the critical workflow, report and document creation as determined by the DA’s Office” What are the workflow, report and document creation requirements?</p> <p>County Response: Named in RFP (section C.6), Data Specific items will be provided upon award.</p>
3.52	SECTION C.6.2 TYLER ODYSSEY SYSTEM INTERFACE	<p>Question: Proposer will be responsible for developing an integration between the Tyler Odyssey System and the proposed CMS prior to go-live and acceptance. What are the functional and technical requirements for the integration?</p> <p>County Response: Data Specific items will be provided upon award</p>
3.53	SECTION C.2 OBJECTIVES	<p>Question: Exhibit E states that several JustWare views were custom built with different date and event type filters to help accommodate specific Court and DA processes. Are those views to be replicated to the new system</p> <p>County Response: Yes, our preference is to have views similar to or better than what we are currently using, we are open to comparable or better options.</p>
3.54	SECTION C.3 SERVICES TO PROVIDE	<p>Question: Is the county willing to consider a CJIS compliant cloud-based CMS offering?</p> <p>County Response: Yes, the county would consider.</p>
3.56	SECTION C.3 SERVICES TO PROVIDE	<p>Question: Must the proposed CMS system also be CJIS compliant?</p> <p>County Response: Yes</p>
3.57	SECTION C.4.4.3 INSTALLATION PLAN	<p>Question: How is the county and DA currently using SilverSky email and calendaring?</p>

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		County Response: They are a service provider, not required to integrate but would consider.
3.58	SECTION C.4 SCOPE OF WORK	Question: Is the county's intention to keep JustWare in place post migration and have integration between new CMS and JW? County Response: No integration is required.
3.59	EXHIBIT D-PUBLIC ACCESS/WEB PORTAL	Question: How do you define Public? County Response: Defense Bar, Assistants and anyone accessing our data base outside of our office.
3.60	EXHIBIT D-PUBLIC ACCESS/WEB PORTAL	Question: Are you looking to publish statistics? County Response: No preference is given to publish statistics.
3.61	EXHIBIT D-PUBLIC ACCESS/WEB PORTAL	Question: What types of users would you like to have access to the Portal? County Response: District Attorney Staff
3.62	EXHIBIT D-PUBLIC ACCESS/WEB PORTAL	Question: Do you currently have a public facing web portal today? County Response: Yes
3.63	EXHIBIT D-PUBLIC ACCESS/WEB PORTAL	Question: Are there other outside agencies who access, add, or modify data in your current CMS? If yes, please define/describe those relationships or interactions. County Response: No
3.64	EXHIBIT E-DV COURT VIEW	Question: Does "Staff" include only DA staff or does it include Court Staff or both? County Response: DA Staff

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3.65	SECTION C.4.4.5 DATA CONVERSION AND INTERFACES	<p>Question: Please confirm the number of interfaces that need to be developed. Also confirm what systems the new case management system needs to interact with. From the proposal, our team counts</p> <p>County Response: At least the Jail Intake custom Integration and the Tyler Odyssey System Interface (calendar) integrations will be required for go-live.</p>
3.66	EXHIBIT D-PUBLIC ACCESS/WEB PORTAL	<p>Question: Regarding Public Access/Web Portal - is the County's intent to display designated metrics to citizens who can request system profiles? Can the county please clarify the objective of this requirement?</p> <p>County Response: Access will be for registered and approved users only. This may include performance metrics related to the office but also documents and media being provided as discovery to the defense bar.</p>
3.67	SECTION B.1 - INTRODUCTION ADDENDUM 1 (AMENDMENT 1.0)	<p>Question: Can you please clarify the term of the contract? According to the recently released amendment to the RFP, it appears it is a 1 base year, plus 8 out years (are these considered 8 x 1-year Options?). Is our understanding correct?</p> <p>County Response: after the initial build period the maintenance agreements may be renewed effective January 1 each year, but with no guarantee or obligation for either party to enter into each maintenance renewal.</p>
3.68	SECTION D.1.2 PROPOSAL CONTENT REQUIREMENTS	<p>Question: is 1.2 referring to system maintenance requirement only or would LCDA like the vendor to describe on-going solution maintenance requirements that may benefit the operability in year two (2) and on of the contract</p> <p>County Response: We would like vendor to provide any information regarding on-going solution maintenance to be considered.</p>
3.69	SECTION C – SCOPE OF WORK	<p>Question: To the best of LCDA's knowledge, what personnel or stakeholder will be accessing the system.</p>

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		<p>County Response: Linn County District Attorney's, IT Staff, Support staff and any personnel authorized to have access.</p>
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LCDA Case Load												
Year	Case Type											
	Medical Examiner	Public Records Request	Relief Civil	Juvenile Dependency	Juvenile Delinquency	Violation	Misdemeanor	Felony	Special Prosecution	Fugitive Complaint	Bias Incident	
2013	291	2	7	114	329	291	1543	1710	10	0	0	
2014	274	0	8	92	303	274	1380	1885	18	2	0	
2015	333	0	7	45	264	333	1521	1912	32	4	0	
2016	297	0	4	56	248	297	1618	2043	19	0	0	
2017	302	0	7	54	286	302	1632	2019	23	0	1	
2018	244	0	8	0	359	244	2241	1782	23	0	0	
2019	225	0	9	0	441	225	2098	1562	9	1	0	
2020	300	2	10	0	296	300	1919	1414	28	0	1	
2021	354	1	21	0	220	354	1454	1106	24	0	3	
2022 (YTD)	242	45	31	0	173	242	1183	906	11	0	0	

END OF ADDENDUM