**ATTACHMENT A**

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded by the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract Document.

**PURPOSE**

The Contract is awarded on behalf of the District Attorneys Council (DAC) for the procurement and implementation of a proven Commercial off the Shelf (COTS) Web-based solution for case management.

The intent is to replace the legacy system with a modern PCMS in an effort to transform itself into a 21st Century operating environment. The modernization project will move DAC to a more practical platform which will reduce ongoing costs and provide a lower-risk core architecture to support future DAC needs. A modernized system will utilize modern technologies that support a service-oriented architecture with built-in redundancy. DAC is interested in replacing the legacy client/server-based PCMS infrastructure with a centralized web-based system to maximize efficiency. The proposed solution will be an IT system that maximizes the web and provides a customer-friendly and easy-to-use environment for District Attorneys (DAs) to utilize in prosecuting and managing criminal cases. Additionally, DAC seeks a system that can integrate with law enforcement partners’ systems which are currently working on service-based access solutions to share information.

1. Background

The Oklahoma District Attorneys Council (DAC) is a state agency that provides administrative support to Oklahoma’s twenty-seven (27) elected District Attorneys and their staff. The DAC’s primary function is to strengthen the criminal justice system by providing professional training (continuing legal education), by providing technical support, by administering federal grant programs, by paying claims to victims of violent crimes, and by overseeing financial and personnel duties for the District Attorney Offices across the state. By offering these vital services, the DAC is fulfilling its mission to provide the necessary tools for Oklahoma’s prosecutors and their one thousand (1,000) plus member staff to be successful in serving the citizens of Oklahoma.

The DAC IT Division supports twenty-five (25) of Oklahoma’s 27 elected District Attorneys and their offices. Their offices are located in seventy-five (75) of Oklahoma’s seventy-seven (77) counties. The 25 District Attorneys (DAs) supported by the DAC’s IT Division prosecuted an average of sixty-six thousand three hundred sixty-nine (66,369) felony and misdemeanor cases each year from 2016 through 2019. (Due to the significant impact of the pandemic on the court system in Oklahoma, the figures from 2020 were not used to compute the average.) The DAC is responsible for overseeing the operation, functionality, and support of the technical infrastructure used by 25 of the 27 District Attorney Districts and the DAC home office in Oklahoma City.

The current/legacy Prosecutor Case Management Systems (PCMS) tracks all aspects of a court case and is used by all districts supported by the DAC IT Division. The system tracks information about defendants, victims and witnesses, criminal charges, events, disposition on criminal cases and allows DAs to share data with other law enforcement agencies. It also generates necessary court documents. A financial component of the system tracks court-orders and other monetary obligations, including restitution and payments against those obligations, past due payments, and defendant financial history, as well as maintaining deposit and voucher payout processes.

1. Contract Term and Renewal Options

The initial Contract term, will begin on the effective date of the Contract award and will be the planning and implementation phase. Maintenance and Support will begin after full implementation of system and shall cover the first year after go-live. Supplier shall provide ten (10) - one (1) year options to renew the Contract for Maintenance and Support after full implementation.

**3.** **Responsibilities and** **Obligations of Supplier**

Supplier shall:

1. implement and support a Prosecutor Case Management System (PCMS) Solicitation as specified in the Request for Proposal.
2. shall abide to and provide the features, functionality, interfaces, training, and other requirements the vendor agrees to comply to in Exhibit 3 - Bid Response Requirements Worksheet.
3. maintain and update electronic documentation throughout the life of the project to reflect hardware/software version updates and modifications with a comprehensive set of user, system, and management documentation. DAC requires both electronic (online or otherwise) documentation and hard copy documentation volumes. The electronic user documentation shall describe the components, functions, and operations of the solution.
4. install and completely and successfully test both the database and application software on the DAC-provided hardware and network infrastructure or vendor hosted environment.
   1. The acceptance tests shall include functional and performance testing using an agreed-upon test plan.
   2. Customized reports and workflow changes will be part of the functional test plan.
   3. After acceptance of the test results by DAC technical personnel, a live production test will be scheduled and conducted to achieve final acceptance.
   4. A draft acceptance test plan (ATP) shall be submitted as one of the deliverables.
5. Support and Maintenance  
   Shall provide annually renewable support and maintenance contracts that include software support and regular software releases at no additional cost beyond the support and maintenance contract.
6. Performance Requirements

Supplier shall provide a test approach for testing concurrent sessions on the application in an automated fashion. The performance tests will be conducted on network environment that minimizes network latency.

* 1. Acceptance Testing

1. Functional Testing: The supplier is responsible for demonstrating the functional requirements that are listed in this RFP as a minimum and further shall demonstrate standard functionality stated in the Product literature.
2. Performance Testing: The supplier is responsible for preparing the test plan and conducting the test in conjunction with DAC IT personnel until satisfaction is achieved. In the event where satisfactory performance as agreed on the ATP is NOT achieved; DAC may seek other remedies as provided by applicable state laws.
3. Availability Testing: The supplier is responsible, in conjunction with DAC, to conduct this test for a period of 3 weeks while the system is in full production. The results shall document that the deployed software components run with predictable results and uptime while full load of work is being conducted.
   1. Documentation and Training

The objective of the training plan is to provide orientation and training for DAC personnel at all levels, including management, supervisors, operations staff, programmers, DBAs, and user instructors for tactical and analytical operations. DAC understands that the success of this project depends on the level of initial training provided to all personnel. Effective methods of training to pass the basic knowledge needed for our personnel to effectively use the system and associated tools is a key measure of successful implementation of the program.

The Supplier shall prepare a training plan that will consist of at least the following sections:

1. Concept description: defines the general approach for accomplishing the proposed training program. This section shall define the development schedule and the responsibilities of DAC and the Supplier.
2. Course schedule: defines a schedule for the instruction phase and the “on the job training” phases of the program. The schedule shall identify the starting and completion dates for each classroom course and the date on which all course material will be available for review.
3. Course description: this part shall include a summary description of each course to be taught during the instructional phase of the program. The description shall include the subject, objectives, course length and number of sessions. In addition, the number of students in each class and the recommended background and skill level necessary for satisfactory completion of the course shall be indicated.
4. Course material: summary of the quantity and type of training material proposed for each course.

Supplier shall be responsible for providing technical and functional training to personnel who will be operating, using and supporting the technical maintenance of the system.

1. Technical training: shall consist of providing training to computer programmers and DBAs; system analysts and computer operations personnel to enable them to operate and support post turnover tasks.
2. Functional training: shall provide training to those individuals responsible for administrative tasks, those responsible for analytical tasks, and those responsible for data entry and generation of reports. This training shall be able to convey to workstation personnel the “man-machine” interfaces, including the requirements for inputting data, edit criteria, specific actions required by the system and the use of the output data.
3. Supplier shall prepare course outlines, training schedule and submit them to for review by DAC staff no later than 30 days prior to the start of the course.