

# COUNTY OF FRESNO

## ADDENDUM NUMBER: ONE (1)

RFP NUMBER: 208-5325

### DISTRICT ATTORNEY CASE MANAGEMENT SYSTEM

February 4, 2015

PURCHASING USE

ssj

G:\PUBLIC\RFP\FY 2014-15\208-5325 DA CASE MANAGEMENT  
SYSTEM\208-5326 ADD 1.DOC

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME  
MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing  
4525 EAST HAMILTON AVENUE, 2<sup>nd</sup> Floor  
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON FEBRUARY 20, 2015.

**PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.**

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Gary E. Cornuelle, phone (559) 600-7114,**  
e-mail [gcornuelle@co.fresno.ca.us](mailto:gcornuelle@co.fresno.ca.us).

**NOTE THE ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF  
REQUEST FOR PROPOSAL NUMBER: 208-5325 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE  
SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.**

#### **ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 208-5325**

COMPANY NAME: \_\_\_\_\_  
(PRINT)

SIGNATURE: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_  
(PRINT)

## QUESTIONS AND ANSWERS

### GENERAL

**Q1. For ease or response will you please provide a copy of the RFP in MS Word format?**

*A1. We cannot provide the document in word format.*

**Q2. Is there specific budget for this project?**

*A2. No. The Fresno DA is relying on vendor proposals to determine the cost of this project.*

**Q3. How many concurrent users will there be of the acquired software?**

*A3. Approximately 275 Fresno DA users and approximately 800 other law enforcement users with view access.*

**Q4. When will answers to questions be supplied?**

*A4. The week of Feb. 2<sup>nd</sup>.*

**Q5. Will all questions and answers from all vendors be shared?**

*A5. Yes*

**Q6. Does the organization wish to replace an existing document management system, integrate with one or acquire one as part of this procurement?**

*A6. The Fresno DA does not currently have a document management system. Files associated with cases in the current case management system are stored on a file server and linked to the case management system. The Fresno DA desires to maintain a similar file management system with the new case management system.*

**Q7. Have you evaluated or viewed any vendor's products? If yes, please provide details.**

*A7. During the current RFP process, we have not evaluated nor viewed vendor products.*

### TECHNICAL

**Q1. What is the existing technical architecture?**

*A1. The current system, STAR, was purchased from San Bernardino County in 1997. It was tailored by Fresno County to meet the needs of the Fresno District Attorney and implemented in 1999. It is a VB client server application with a Microsoft SQL 2008 database as the back end. It is running on virtualized servers.*

**Q2. Will preference be given to browser-based applications?**

*A2. Yes. We prefer a web based application that's compatible with the latest Internet Explorer version.*

**Q3. Are solutions that utilize VDI technology (Citrix, RDP, VMware View) acceptable?**

*A3. Yes.*

**Q4. What further information can be shared regarding any existing data which needs to be converted? For example, there is no information on the existing SQL database. Information such as examples of data entry forms, reports and database diagrams are required for an accurate cost proposal.**

*A4. The current SQL 2008 database is approximately 15GB in size, and includes a main STAR database with 163 tables / 1468 fields and a Security database with 15 tables and 81 fields. Please see the section titled "Conversion Requirements" on page 63 of the RFP for details. A list of existing Access, Excel, and Word tables that need to be converted in addition to the SQL database can be found in attachment B of the RFP (beginning on page 75).*

## **IMPLEMENTATION**

**Q1. What is the desired timeframe for implementation?**

*A1. 12 – 18 month implementation*

**Q2. Will any consultant be assisting with product selection or implementation?**

*A2. No.*

**Q3. If a consultant is involved please identify them. If assisting with the implementation, what systems have they had experience with in the past?**

*A3. N/A*

## **FUNCTIONALITY**

**Q1. What accounting software system is currently in use by the organization?**

*A1. Fresno DA currently uses Microsoft Access databases and Microsoft Excel spreadsheets for accounting functions.*

**Q2. What accounting capability is required in the new case management product?**

*A2. Ability to track accounts payable, accounts receivable, restitution, financial judgments along with the ability to produce financial statements, receipts and invoices; also need the ability to maintain a history of payables and receivables.*

**Q3. What other systems might the organization desire the case management system to integrate with?**

*A3. Multiple law enforcement agency and Probation case management systems for case referrals and the County courts for case filings. Please see the section titled "Interface Requirements" on page 61 of the RFP for details.*

**Q4. Does the organization already have a file room/records management solution in place or do they desire one if it is a module of the case management system?**

*A4. The Fresno DA already has a case management system and the files are associated with the case management system as described in "General Question 6."*

**Q5. Does the organization wish to create and maintain court rules internally or to use a third-party service?**

*A5. The Fresno DA wishes to have the ability to maintain court rules internally.*

**Q6. Is there a need for tracking outside counsel with respect to fees, invoices, payments, etc.? If so, please describe the requirements.**

*A6. Not at this time, but Fresno DA would like to have this feature available should we utilize it in the future. This would include the ability to track fees, invoices and payments for discovery.*

### **RFP SPECIFIC QUESTIONS**

**Q1. What experience does the County have with respect to electronic discovery products?**

*A1. None.*

**Q2. Are there any currently in use?**

*A2. Not at this time.*

**Q3. Are there any preferences for an existing vendor?**

*A3. No.*

**Q4. From page 25 please define "Number of System/Product Reimplementation".**

*A4. The number of times you have re-implemented your software in the same production environment.*