



**ADDENDUM #1  
RFP 2022-114**

**KITSAP COUNTY PROSECUTOR'S OFFICE  
CASE MANAGEMENT SYSTEM**

**TO:** All Respondents  
**FROM:** Glen McNeil, Buyer  
**CLOSING DATE:** March 25, 2022  
**REF NO.:** 2022-114  
**DATE:** March 18, 2022

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QUESTION 1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

*ANSWER: No – Criminal Justice Information Services (CJIS) rules prohibit vendors from outside the United States from accessing our system, which would be needed for vendor interaction (implementation and maintenance).*

QUESTION 2. Whether we need to come over there for meetings?

*ANSWER: The majority of meetings could be conducted remotely. However, there may be a need for on-site visits at times.*

QUESTION 3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

*ANSWER: No – Criminal Justice Information Services (CJIS) rules prohibit vendors from outside the United States from accessing our system, which would be needed for vendor interaction (implementation and maintenance).*

QUESTION 4. Can we submit the proposals via email?

*ANSWER: Proposals must be submitted in accordance with Section 4(c) of the RFP Instructions. RFP Instructions page 4: The RFP states that: “Bidders shall submit: **one (1) original, marked “original”, four (4) hard copies, and one (1) electronic copy of their Proposal.**”*

QUESTION 5. How many civil document templates will need to be converted to generate from the new case management system?

*ANSWER: Approximately 100.*

QUESTION 6. How many criminal document templates will need to be converted to generate from the new case management system?

*ANSWER: Approximately 4,800.*

QUESTION 7. Do you currently have custom reports that will need converted? If so, how many reports?

*ANSWER: Yes – Approximately 100 Civil reports and approximately 280 Criminal reports.*

QUESTION 8. Will there be any ancillary systems (standalone systems such as Access, Excel, SQL) currently used along with the current CMS be required for conversion? If yes, please list each ancillary system the purpose of the system.

*ANSWER: No*

QUESTION 9. Does the Prosecutor's office use the DAMION eDiscovery Module?

*ANSWER: No*

QUESTION 10. How much document/data storage (#of TB or GB) will be migrated over to the new case management system?

*ANSWER: Approximately 13 TB of data.*

QUESTION 11. Regarding the SOW. 2.3 Objectives of Deployment, paragraph B, #7, "A functional and robust interface with eCourt, GovQA, Odyssey, and local law enforcement software; .." Please provide more information about these interfaces (one-way, bi-directional, purpose of the interface).

*ANSWER:*

- *eCourt: Bi-directional preferred, but one-way required for filing cases/documents with our local court.*
- *Odyssey: one-way for filing documents with our local court.*
- *Law Enforcement: one-way for receiving referrals.*

QUESTION 12. Are all the interfaces listed above currently in place? If not, please list current interfaces and how they currently operate.

*ANSWER: We do not have any interfaces with the current case management system.*

QUESTION 13. Regarding the SOW 2.9 Record Management, D. Document and Image Management, #5. Ability to connect related documents to each other by name, case number, etc. Can you provide an example of how you currently connect related documents by name, case number, etc.?

*ANSWER: We are currently unable to connect or relate records other than making notes in the system that they are related.*

QUESTION 14. Regarding the SOW 2.9 Record Management, D. Document and Image Management, #8. Ability to file stamps an electronic document with a current date at a specific point in the process. Can you provide further explanation of this requirement, perhaps with an example?

*ANSWER: Currently all received dates, bate stamping, etc. is done manually via Adobe prior to uploading to the case management system. We want these processes to be automatic based on workflows.*

<https://spf.kitsapgov.com/das/pages/online-bids.aspx>

**END OF ADDENDUM #1**