



**ADDENDUM #3  
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 28, 2022

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QUESTION 1. What is the budget for this project?

*ANSWER: Decline to answer at this time.*

QUESTION 2. How many total named users will be using the software?

*ANSWER: Approximately 100.*

QUESTION 3. The responses to vendor questions are due on 3-23 and the RFP is due on 3-25. Will you extend the due date?

*ANSWER: See Addendum #2.*

QUESTION 4. For cloud solutions does the County have a preferred cloud environment such as AWS GovCloud or Microsoft Azure Government that can be used to host the system?

*ANSWER: No preference as long as the cloud solution is Criminal Justice Information Services (CJIS) compliant.*

QUESTION 5. Have you evaluated or viewed any other vendor's products? If yes, please provide details.

*ANSWER: Yes – Journal, Karpel, and Equivant.*

QUESTION 6. Will preference be given to browser-based applications?

*ANSWER: A browser-based application is highly desirable, but not required. Thick client installations are acceptable.*

QUESTION 7. Are solutions that utilize VDI technology (Citrix, RDP, VMware View) acceptable?

*ANSWER: No – The Prosecutor's Office would prefer to stick with cloud hosted and the ability to run the application either from a thick client or from a web-based setup.*

QUESTION 8. Will any users be accessing the system via VPN? If yes, please provide technical requirements.

*ANSWER: Yes – Our office uses VPN heavily and we have several users that tele-work on a regular basis. The ability to use the program via VPN is required.*

QUESTION 9. If planning on migrating data from DAMION to the new system what sample data, record layouts, database schema, etc. is available for analysis?

*ANSWER: All DAMION data is housed locally at Kitsap County. Upon selection of a vendor, a VPN account would be established, and analysis could proceed from there.*

QUESTION 10. What County resources are available to assist in extracting the data from the DAMION case management system?

*ANSWER: We have our own internal applications department that will be available to assist in the data extraction/conversion process of our existing data to a case management system of our choosing.*

QUESTION 11. What is the desired timeframe for completion?

*ANSWER: Go-live within 6-12 months of a contract being signed.*

QUESTION 12. 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?

*ANSWER: No – Only Kitsap County employees will be utilized for product selection and implementation.*

QUESTION 13. Page 6 of the RFP indicates proposals are to include “Interfaces to certain agency systems.” What are the interfaces and what are the functional and technical requirements?

*ANSWER: Desired interfaces are listed below:*

- *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 14. Page 8 B. 7. of the RFP indicates “A functional and robust interface with eCourt, GovQA, Odyssey, and local law enforcement software.” What are the functional and technical requirements of each?

*ANSWER: See answer to question #13*

QUESTION 15. Page 8 C. 5. of the RFP indicates “Internal and External System Interfaces”. What are the interfaces and what are the functional and technical requirements of each.

*ANSWER: Internal: Microsoft Office Suite; External: see answer to question #13.*

QUESTION 16. What other systems will be integrated into the new case management system? For each provide functional and technical requirements.

*ANSWER: See answers to questions #13-15.*

QUESTION 17. How is Discovery Management performed currently?

*ANSWER: Discovery is currently attached to chronological events in DAMION and issued electronically via external facing Sharepoint.*

QUESTION 18. What is being used for file room/records management to track physical paper-based files? Is the desire to replace or integrate with it?

*ANSWER: The Prosecutor's Office currently uses chronological events in DAMION, utilizing a consistent defendant ID number (for criminal) and a consistent client ID number (for civil) in conjunction with system configuration to apply a sequential file number for each new case entered into the system. TAB products are used to print labels for paper files. Our office would like to see integration but is open to other options.*

QUESTION 19. Does the county wish to create and maintain court rules internally or to use a third-party service?

*ANSWER: The Prosecutor's Office does not currently create or maintain court rules internally but is open to other options.*

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

**END OF ADDENDUM #3**