

Request for Proposals (RFP)

RFP 19-118

Criminal Case Management System

Pre-Offer Conference

September 10, 2019 – 10:00 A.M.
Calvin C. Goode Building, 8th Floor, Room 832

City of Phoenix
Finance Department



Agenda

- Introductions
 - Procurement Officer – Kyle Brack
 - Project Manager – Richard Forrest
- Questions and Answers (Q&A) Process
- RFP Basics
- Attachment & Exhibit
- Evaluation Criteria
- Scope of Work
- Solicitation Transparency Policy
- Questions



Questions & Answers (Q&A) Process

Written questions only

- Some questions may be answered verbally today
- Written answers **supersede** verbal answers
- All questions and answers will be published on web via an addendum

Submit written questions by **Sept. 17, 2019**

- 10:00 a.m. local Arizona time
- Email: kyle.brack@phoenix.gov

Q&A addenda available

- <https://solicitations.phoenix.gov>



RFP Basics

Pre-Offer Conference

Pre-Offer Conference

- In-person attendees **MUST** sign the attendance sheet.
- Information regarding all attendees will be published on the City's website.
- Attendance is not mandatory.
- Presentation slides will be available online after the completion of the pre-offer conference.



RFP Basics

Addenda

- Addenda
 - Any changes to the plans, drawings, and specifications will be in the form of an addendum, available at <https://solicitations.phoenix.gov>. The Offeror shall acknowledge receipt of any/all addendum by signing and returning the document with the offer submittal.
 - No electronic notification will be sent to vendors when addenda is issued.



RFP Basics

Proposal Due Date



Proposal Due Date
October 4, 2019
2:00 P.M.
Local Arizona Time

LATE OFFERS WILL BE REJECTED



RFP Basics

Statement of Bonding Ability

- Proposers must submit a letter from a bonding or insurance company stating that the Proposer can qualify for and procure the performance and/or payment surety required in this solicitation.
- Submittals received without the required statement of ability to secure a performance or payment surety may be considered non-responsive.
- Offerors anticipating the submittal of a cash surety in lieu of a bond should submit a statement notifying the City.



RFP Basic Proposer Instructions

➤ Proposal Packet

- 1 original and 1 electronic copy (portable drive or CD)
- Tabbed and organized in the following order:
 - Tab 1: Business Requirements
 - Tab 2: Attachment A - Pricing Submittal Worksheet (hard copy and electronic copy (CD or portable drive) must be sealed)
 - Tab 3: Company Overview, Qualifications, and Experience
 - Tab 4: Financial Statements
 - Tab 5: Method of Approach (including SLA)
 - Tab 6: Technology Architecture
 - Tab 7: References
 - Tab 8: Submittal Section
 - Tab 9: Signed Addenda



RFP Basics

Attachment & Exhibit

- **Attachment A – Pricing Submittal Worksheet**
 - Must include hard and electronic (CD or portable drive) originals in Tab 2 enclosed envelope
 - Originals must be in both Excel and PDF format
 - Available for viewing at <https://www.phoenix.gov/solicitations>
- **Exhibit I – Interface for CCMS**
 - Includes detailed information regarding the City's current interfaces
 - For informational use only and does not need to be submitted with proposal
 - Available for viewing at <https://www.phoenix.gov/solicitations>



Evaluation Criteria

A. Business Requirements	350 Points
B. Pricing	250 Points
C. Company Overview, Qualifications, Experience, & References	100 Points
D. Method of Approach	150 Points
E. Technology Architecture	150 Points
Total Available Points:	1000 Maximum



Scope of Work Overview

Richard Forrest
Law Department
Project Manager



Scope of Work Overview

- The Criminal Case Management System Project targets replacing the Prosecutor's Office case and evidence management applications.
 - CRIMES
 - EPRO



Scope of Work Overview

- **CRIMES - Criminal Records Information Management Exchange System;** application in use since 2001. CRIMES supports the court cases of approximately 40,000 misdemeanor cases in the Phoenix Municipal Court yearly.
 - **Manages all aspects of case files**
 - Defendants and Victims
 - Charging
 - Plea agreements, motions, memos, subpoenas
 - Reports and statistical reporting
 - Flags, notes, events, alerts



Scope of Work Overview

ePRO – Electronic Prosecutor Records

Organization system; developed in-house and went live in 2008. Supports CRIMES by managing the evidence for the cases and providing evidence to defense.

- Integrated with CRIMES and the PO's document management system
- Manages evidence processes
 - Retention
 - Storage
 - Ordering
 - Disclosure
- Manages rules related to redacted evidence



Scope of Work Overview

- Other items:
 - Data Migration
 - Evidence.com
 - Disclosure
 - Interfaces
 - Document Management System
 - Victim Services



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the solicitation with the Mayor, any members of City Council, the City Manager, any Deputy City Manager, or any department director directly associated with the solicitation (including in each case their assigned staff, except for the designated procurement officer) at a public meeting, posted under Arizona Statutes, until the resulting contract(s) are awarded to all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City's intent to reissue the same or similar solicitation.
- This policy is intended to create a level playing field for all Offerors, assure that contracts are awarded in public, and protect the integrity of the selection process. **OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED.** After official Notice is received by the City for disqualification, the Offeror may follow the Protest process, unless the Solicitation is cancelled without notice of intent to re-issue.
- **All questions must be directed, in writing, to the Procurement Officer.**



Solicitation Transparency Policy

Phoenix City Code, Chapter 43, Section 43-36

- “To discuss” means any contact by the Offeror, regardless of whether the City responds to the contact. Offerors that violate this policy will be disqualified until the resulting contract(s) are awarded, or all offers or responses are rejected and the solicitation is cancelled without any announcement by the Procurement Officer of the City’s intent to reissue the same or a similar solicitation. The City interprets the policy as continuing through a cancellation of a solicitation until Council award of a contract, as long as the City cancels with a statement that the City will rebid the solicitation.



Questions

