

MOUNT VERNON MUNICIPAL COURT

MOUNT VERNON, OHIO

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE MOUNT VERNON MUNICIPAL COURT WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH THE ACCOMPANYING SPECIFICATIONS

PROJECT NAME: Mount Vernon Municipal Court Case Management System with Electronic Filing

DESCRIPTION: The purpose of this RFP is to select a vendor to provide a Case Management System for the Mount Vernon Municipal Court

RELEASE DATE July 26, 2024

QUESTIONS DUE: August 9, 2024 @ 4:00 P.M. EST
RESPONSES ISSUED BY: August 16, 2024 @ 4:00 P.M. EST

SUBMIT TO: **MOUNT VERNON MUNICIPAL COURT**
5 NORTH GAY STREET
MOUNT VERNON, OH 43050

PROPOSALS DUE: August 30, 2024 @ 11:00 A.M. EST

PROPOSAL BOND/SURETY: NO

I. IMPORTANT RFP INFORMATION AND DATES

A. INVITATION FOR PROPOSALS DUE DATE

Sealed proposals will be received at:

Mount Vernon Municipal Court
5 North Gay Street
Mount Vernon, OH 43050

For the purposes of this project, the Authorized Representative is:

Lisa Mazza, Clerk of Court
Mount Vernon Municipal Court
5 North Gay Street
Mount Vernon, OH 43050
clerkofcourt@mountvernonohio.org

Sealed proposals for the purchase of a case management system with electronic filing (“System”) for the Mount Vernon Municipal Court (“Court”) shall be received by Lisa Mazza, Clerk of Court, until **11:00 A.M., Eastern Standard Time, August 30, 2024**, at which time the proposals will be publicly opened.

Sealed envelopes containing proposals must be submitted with the RFP NAME prominently written and displayed on the outside of the envelope/packages. Proposals must be submitted on the proposal form furnished. Any proposals deemed non-compliant shall be rejected. The Mount Vernon Municipal Court is tax-exempt.

The following represents key dates for this phase of the process:

July 26, 2024	RFP Released to Vendors
August 9, 2024	Proposer Questions Due @ 4:00 P.M. EST
August 16, 2024	Court Responses Provided @ 4:00 P.M. EST
August 30, 2024	Vendor Proposals Due @ 11:00 A.M. EST
September 2024	Finalists Notified
September 2024	Proposer Interviews/Demonstrations for Finalists
September 2024	Selection of Proposer
August 1, 2025	Target date – Completion of Project

The Court reserves the right to change these dates as required.

B. PROPOSAL PRICING LAYOUT

The Court is requiring that each vendor submit pricing for the following components:

- Implementation of Case Management System with Electronic Filing—Identify all costs associated with the proposed solution.
- Training
- Support

C. PROPOSER QUESTIONS AND COURT RESPONSES

All questions must be submitted via email to the following Court Authorized Representative:

Lisa Mazza, Clerk of Court
clerkofcourt@mountvernonohio.org

Addendums to this RFP if any will be posted on www.mountvernonmunicipalcourt.org.

D. ACCESSING BID INFORMATION

Information about this RFP will be made available on www.mountvernonmunicipalcourt.org.

E. PROPOSER SELECTION

The Court may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals.

If a satisfactory contract cannot be entered into in a reasonable time, the Court, in its sole discretion, may terminate negotiations with the highest ranked offeror and begin contract negotiations with the next highest ranked offeror.

F. IMPLEMENTATION DEADLINE

An implementation schedule must be discussed with and agreed to by the Court and then included in the Contract as an exhibit.

The substantial completion date for this project is the date stated in Section I.A above. Substantial Completion is the stage in the progress of the work when the work is sufficiently complete in accordance with the Contract Documents so that the owner can utilize the system(s) for its intended use. Completion shall be the date stated in Section I.A above.

G. RFP RELEASE

The Court reserves the right to amend this RFP at any time. The Court reserves the right to reject, in whole or in part, any proposal that the Court has determined using the factors and criteria the Court has developed herein, would not be in the best interest of the Court. The Court reserves the right to evaluate all submitted proposals and to move forward with the submission deemed to be in the best interest of the Court. The Court may, in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all proposals; re-advertise this RFP; postpone or cancel at any time the RFP process; waive any informalities or irregularities in the process; negotiate with any party; and/or request additional information if it so desires.

The Court reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the Request for Proposals, fails to meet the terms and conditions of the request for proposals, including, but not limited to, the standards, specifications, and requirements contained in the request for proposals, or submits prices that the Court considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Court.

H. PROPOSAL COSTS

The Court is not responsible for any costs incurred by the Proposer to prepare or submit a proposal, Proposer demonstrations, or for any other cost to the Proposer associated with responding to the RFP.

All bidders agree that their pricing is valid for the time frame between submission and a contract being executed, and thereafter, for the duration of the contract.

The issuance of this RFP and any subsequent response by a respondent does not create a binding obligation on the part of the Court to enter into any form of agreement or contract or to pay any costs associated with the preparation of responses or submittals with the respondent. Nor shall the RFP in any way create an association, partnership, or joint venture among the respondents and the Court.

I. OWNERSHIP OF PROPOSALS

All proposals submitted on time become the property of the Court upon submission, and the proposals will not be returned to the Proposers. By submitting a proposal, the Proposer agrees that the Court may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public records. The Proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

Public Records Request of Proposals. In order to ensure fair and impartial evaluation, proposals and any documents or other records related to a subsequent negotiation for a final contract that would otherwise be available for public inspection and copying under section 149.43 of the Revised Code shall not be available until after the award of contract. All proposals and associated documents will be public information and will be open for inspection

to interested parties after a contract is awarded, unless identified as trade secret or otherwise exempted from disclosure under the Ohio Public Records Act.

It will be the Proposer's sole responsibility to legally defend the actions of the Court for withholding Proposer's documents as trade secret or otherwise exempted information if the issue is challenged.

J. AVAILABILITY OF FUNDS

This RFP is conditioned upon the availability of local funds, which are appropriated or allocated for payment of the proposed goods or services. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be cancelled. The Court will notify the Proposer at the earliest possible time if this occurs. The Court is under no obligation to compensate Proposer for any expenses incurred as a result of the RFP process, and the Court will incur no liability whatsoever due to the cancellation of such process.

K. FOREIGN CORPORATIONS

If the Proposer is a foreign corporation, i.e. not incorporated under the laws of Ohio, it shall furnish a Certificate of Good Standing from the Ohio Secretary of State showing the right of the Proposer to do business in the State. If the Proposer is an individual or partnership, the Proposer shall certify it has filed, with the Ohio Secretary of State, a Power of Attorney designating the Ohio Secretary of State as the Proposer's agent for the purpose of accepting service of summons in any lawful legal action.

L. PROPOSER WARRANTY

Proposer certifies that Proposer has no final judgments against it that have not been satisfied at the time of award in the total amount of fifty percent (50%) of the proposal amount of this project. Proposer warrants that they are not subject to any unresolved finding for recovery with the office of either the State Auditor or the Ohio Attorney General. Proposer further warrants that they are familiar with all applicable ethics law requirements, including, but not limited to, Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that they are following such requirements.

Proposer will, upon notification by any federal, state, or local government agency, immediately notify the Court of any debarment or suspension of Proposer being imposed or contemplated by the federal, state, or local government agency. Proposer will immediately notify the Court if it is currently under debarment or suspension by any federal, state, or local government agency.

M. PROPOSER EXAMINATION OF THE RFP

Proposers shall carefully examine the entire RFP and any addenda thereto, all related materials and data referenced in the RFP or otherwise available, and shall become fully aware of the nature of the request and the conditions to be encountered in providing the requested products, meeting the requirements and performing the requested services.

If the Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this

RFP, it shall immediately notify the Court's Authorized Representative of such error in writing and request clarification or modification of the RFP. Modifications shall be made by addenda.

If a Proposer fails to timely notify the Court of an error in the RFP known to the Proposer, or of an error that reasonably should have been known to the Proposer, the Proposer shall submit its proposal at the Proposer's own risk, and, if awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

To be given consideration, any questions must be received no later than the above stated time and date. All such interpretations and any supplemental instructions will be in the form of written addenda to the Request for Proposals, which if issued, will be posted on the Court's website no later than the above stated time and date. Failure to receive any such addenda or interpretations shall not relieve the submitter from any obligations under their proposal as submitted.

If the Proposer attempts any unauthorized communication with individuals associated with this RFP beyond the authorized means described above, the Court will reject the Proposer's proposal.

The definition of individuals associated with this project is further defined as:

- Public Officials
- Individuals involved with the evaluation process
- Employees of the requesting office

N. FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements, or which provide references that do not support an attribute or condition contended by the Proposer, may be rejected. If, in the opinion of the Court, such information was intended to mislead and the proposal will be rejected.

WITHDRAWAL OF PROPOSAL

An offeror may withdraw the offeror's proposal at any time prior to the award of a contract. The Court may terminate negotiations with an offeror at any time during the negotiation process if the offeror fails to provide the necessary information for negotiations in a timely manner or fails to negotiate in good faith.

II. SCOPE OF WORK

A. GENERAL

The Court is requesting a comprehensive Case Management System with Electronic Filing that will meet current core functions and future requirements and fully comply with the requirements of the Ohio Revised Code and the Ohio Supreme Court's Rules of Superintendence for the Courts of Ohio.

B. SYSTEM REQUIREMENTS

System Requirements and Specifications for the proposed Case Management System with Electronic Filing must be incorporated into the final contract.

C. PROPOSAL SUBMISSION REQUIREMENTS

The submitted proposal must address all categories and performance expectations within this RFP. Before submitting a proposal, vendors shall examine the specifications to understand all existing conditions and limitations.

1. Executive Summary

Provide a concise overview describing the proposed approach to the project.

2. Description of Organization and Qualifications

Provide a description of the major business functions, history, and structure of the organization. Include a profile of office location as well as staff and services that will be assigned to the Court's project. Specify the number of years the vendor has supplied their proposed solution to the public sector. Provide a brief statement of the company's background demonstrating longevity and financial stability.

3. Experience/References

Provide references/summaries of at least three (3) projects performed in Ohio courts that were similar in scope to the requirements of this project.

4. Detailed Description of Proposed Solution

Describe how the vendor will meet the functionality and technical requirements listed. This includes the requirements in Section III.A and III.B. Provide a timeline with proposed dates beginning with contract execution and ending with full implementation.

5. Implementation and Training

Provide a detailed schedule including project tasks and milestones. Provide names and qualifications of the project manager and key team members to be involved in the project.

6. System Acceptance Testing

The Court shall not accept the Case Management System until it has validated the vendor has met all requirements outlined in this RFP. The Court will work with the Proposer to develop acceptance procedures to ensure all requirements have been met. At a minimum the following requirements shall be met to ensure acceptance of the proposed solution:

- a) Solution is fully functional and operating as required.
- b) Compliant with all specifications agreed upon.
- c) All deliverables have been received and accounted for.

The Court reserves the right to withhold payment(s) for the system until all requirements have been delivered and approved.

7. Post Implementation Support

The Court requires a vendor that will provide exceptional customer support post-implementation. The vendor must be able to provide support in a timely manner in order to remediate technical issues.

The Proposer shall describe their customer support process including phone and web-based support. The Proposer shall provide the Court a matrix showing expected resolution time(s) based on event criticality. The Proposer shall also provide customer satisfaction references as it relates to user support.

8. Exhibits

- Exhibit A – System Requirements

9. Appendices

Proposer must provide the appendices below with its proposal. Appendices shall be filled out and signed, where required, in order to be considered.

- Appendix A – Proposal Sheet
- Appendix B – Personal Property & Real Estate Tax Affidavit
- Appendix C – Non-Collusion Affidavit
- Appendix D – Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code
- Appendix E – Findings for Recovery Affidavit

D. PROPOSAL EVALUATION CRITERIA

The Court will review submitted proposals and determine those that are most qualified. The Court will select a vendor, who in its sole judgment, best suits the current and future needs of the Court. The award criteria will be weighted on the factors listed below:

Quality of Proposal – Proposer’s responsiveness to this RFP	10 Points
References – Proposer’s quality of references and the quality of performance of previous contracts or services	15 Points
Qualifications/Experience – Capability and quality of the proposed solution to meet the needs of the Court; Experience and reputation in delivering proposed services; Capability in training and supporting software services based on expectation	20 Points
Functionality – Functional capability of the proposed solution to meet the Court’s needs and expectations as outlined in this RFP	30 Points
Cost – Fee structure and cost effectiveness of proposed solution	25 Points

III. GENERAL CONTRACT REQUIREMENTS

- A. PROPOSAL EVALUATION/TERMS.** The Court reserves the right to review and evaluate the proposal for a period of 120 days. The Court may waive any formalities, discrepancies, or irregularities in the proposals or may negotiate any variance from the RFP specifications.

The Court reserves the right to reject any and all proposals. Any proposal submitted unsealed, unsigned, or deemed nonresponsive may be disqualified by the Court in its sole discretion.

The Court, in its sole discretion, shall determine which proposal represents the lowest and best and most advantageous proposal called for under this RFP. Contract award shall be made from all considerations used to determine which proposal best meets the scope and intent of this RFP and is in the best interest of the Court.

- B. SPECIFICATION REVISIONS.** The Court reserves the right to make changes, additions, deletions, and revisions to the requirements and specifications of this RFP should there be any changes in federal, state, or local law that may impact the services called for under this RFP.
- C. PUBLIC RECORDS.** All information, documentation and other materials submitted in response to this RFP may be considered non-confidential and/or non-proprietary and may be subject to public disclosure under the Ohio Public Records Act.
- D. PROPOSAL EVALUATION METHODOLOGY.** By submitting a response to this RFP, the Proposer accepts the evaluation and selection process outlined in this RFP.
- E. RESPONDENT COSTS.** Proposer acknowledges and accepts that any costs incurred from the participation in this RFP shall be at the sole risk and responsibility of the Proposer.
- F. INSURANCE.** Prior to commencement of a contract term, the successful Proposer shall procure and maintain in full force and effect during the term of the Agreement, insurance coverage for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, its agents, representatives, employees or subcontractors, as well as Workers Compensation and Professional Liability coverage.
- G. CONTRACT TERMINATION.** If for any reason the selected Proposer should fail to fulfill its obligations under the contract in a timely and professional manner, or if the selected Proposer should violate any of the covenants, agreements, or stipulations of the contract or applicable Ohio statutes, the Court shall have the right to terminate the contract by giving thirty (30) days' written notice to the Proposer.

If the Court executes its right to terminate the contract due to cause, the selected Proposer shall not be relieved of any liability for damages sustained to the Court by virtue of any breach by the selected Proposer. The Court may withhold any payment due to the selected

Proposer, whether the payment is due under the contract or otherwise, until such time as damages to the Court are determined.

Notwithstanding the above, the Court, in its sole determination, may terminate the contract with the selected Proposer for convenience by giving not less than sixty (60) days' notice in writing, to the selected Proposer of its intent to so terminate for convenience and the effective date of such termination. In the event termination under this provision is elected, the Proposer shall receive payment for work satisfactorily performed as determined by the Court at the date of termination. Any disputes shall be interpreted by State of Ohio laws.

H. GOVERNING LAWS AND SEVERABILITY. The validity, construction and performance of a contract and the legal relations among the parties to a contract, shall be governed by and construed in accordance with the laws of the State of Ohio. If any provision of the contract or the application of any such provision shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the contract shall remain in full force and effect. The parties agree to submit to the exclusive jurisdiction and venue of the courts of Knox County, Ohio.

I. COMPLIANCE WITH APPLICABLE LAWS. The Proposer shall comply with all state and federal laws, rules, regulations, policies, standards, and guidelines in providing the services outlined, including, without limitation those regarding the release of personal data of which is prohibited by state or federal law.

J. CONTRACTOR LIABILITY. The selected Proposer's entire liability and the Court's remedies for claims it may have related to or arising out of the executed contract for any cause, shall be as set forth in the contract, including all legal and equitable remedies. In addition to the selected Proposer's liability and the Court remedies established in the contract, the Court shall retain such other and further rights and remedies as are available to it at law or in equity.

K. DEFAULT BY CONTRACTOR. The Court declares and the selected contractor acknowledges that the Court may suffer damages due to the failure of the selected contractor to act in accordance with the requirements and conditions of the contract. The Court declares, and the contractor agrees, that such failure shall constitute an event of default on the part of the contractor. The selected contractor agrees that if the Court does not give prompt notice of such a failure, that the Court has not waived any of its rights or remedies concerning the failure by the contractor.

L. DATA BREACHES The Contractor will be responsible for any data breach, disclosure, or other unauthorized access to or use of the confidential information of the Court and its employees' information ("Confidential Information") when such information is in the possession or control of the Contractor, its employees, agents, subcontractors, or any other party associated with the Respondent. The Contractor will specifically indemnify and hold harmless the Court for any Court obligations under any state or federal law relating to data breach, disclosure, or other unauthorized access or use, and any reasonable expenses relating thereto (e.g., reasonable credit monitoring, legal fees, the Court's information technology forensic study of the Data Breach, toll free information costs, and mailing and

other notification costs). The Data Breach provisions shall be continuing and shall survive the expiration or termination of the Contract for the longest period permitted by applicable law. If any of the Court's Confidential Information is subject to a Data Breach, the Court will have the right to retain its own security experts and other data forensic consultants, or other consultants, to analyze the Data Breach. The Contractor will fully cooperate with the Court and such experts and consultants of the Court, which includes, at a minimum: (1) providing copies of all information, data, documents, interviews (employee or third party), reports and forensic studies, and other evidence (collectively "Breach Information") that vendor used in its decision to initially notify the Court of a Data Breach; (2) providing all subsequent information relevant to the Data Breach; (3) preserving and documenting the physical and electronic environment (e.g., system settings) and conditions, processes and procedures that were in effect at the time of the Data Breach and documenting any changes to the foregoing implemented after the Data Breach; (4) providing all relevant user activity logs, server logs, access logs, system assessments, testing results, and all other information or data related to Court's Confidential Information; (5) assigning an appropriate number and type of employees or third-party representatives to work promptly with the Court on the foregoing; and (6) giving timely updates and communications to the Court about the status of the foregoing.

M. PROPOSALS The successful Proposer's proposal, this RFP, and other applicable addenda will become part of the final contract and will merge into the contract. The contract shall incorporate the terms, conditions, and requirements of the RFP, the Proposer's proposal, and all other agreements that may be reached.

N. INDEMNIFICATION The successful Proposer shall agree to indemnify and hold harmless the Court, and its officers and employees, from and against all liability, claims, demands, and expenses, including court costs and attorney fees, on account of any injury, loss, or damage, which arises out of the work to be performed under this Agreement, if such injury, loss, or damage is due to the negligence of the Proposer, any subcontractor of the Proposer, or any officer, employee, or agent of the Proposer.

EXHIBITS

EXHIBIT A

SYSTEM REQUIREMENTS

The case management system with electronic filing (“System”) for the Mount Vernon Municipal Court (“Court”) will satisfy all of the following requirements.

General Requirements

- The System must provide for electronic management of the entire judicial docket and caseload allowing the judge and clerks to electronically manage every aspect of the Court’s docket and cases, permitting a fully paperless court.
- The System must be compatible with the Case Management System currently utilized by the Knox County, Ohio, Court of Common Pleas.
- The System must provide case management for all aspects of cases types heard by the Court and any other case type or action under the Court’s jurisdiction as prescribed in the Ohio Revised Code.
- The System must provide the capability to incorporate common Court practices and rules compliant with the Ohio Revised Code, Ohio Rules of Civil Procedure, Ohio Rules of Criminal Procedure, Ohio Rules of Superintendence for Courts, the Mount Vernon Municipal Court Local Rules of Practice and any other governance under Ohio law that the Court must adhere to.
- The System must enable the Court to conduct and perform all business needs, remotely or within the physical office space, in the most streamlined and efficient manner.
- The System must be able to convert all of the Court’s current and historical records available within its current case management system into the new System without any Court intervention or duplication of the data available.
- The System must have a user-friendly public access portal available to any and all individuals that wish to access the Court’s public records. Public access must not require the user to register and must not limit public access to the Court’s documents, unless specified by the Court. The public access portal must be able to be utilized from any computer or mobile device.
- The System must provide e-filing that enables any and all case types under the Court’s jurisdiction to be filed and processed wholly electronically, without the requirement of paper filings, except as specified by the Court.
- The vendor must be able to singularly meet all system requirements without the necessity for third party vendor intervention.
- The System must be configurable as required by the Court, with options for customization if enhancements are necessary. Configuration includes adjusting available system settings to meet any of the criteria contained within this exhibit.
- The chosen applicant must have the capability to provide ongoing and timely maintenance and support, end-user training, and administrator technical training. Training and initial setup must include all facets of the requirements set forth in this exhibit.

Case Management

General Case Management Functions

- The System must possess the ability for the Court to initiate, update, modify and assign cases to a judge or court staff member and monitor case progress.
- The System must accommodate judicial assignments when the judge is recused from a case. The System must allow for the case judge to be changed without interfering with the case reporting count.
- The System must possess a notification function that notifies the judge and court staff of key case management event dates and filings, allowing timely movement of cases from initiation to disposition.
- The System must include a comprehensive case tracking function that monitors due dates and completion dates. The case tracking function must allow for due dates to be set according to docket dates, other filing dates, or specific time frames set upon the law and the Court's practices.
- The System must have the capability to integrate with the Ohio Supreme Court's case management reporting system.

Automated Reminders

- The System must provide an automated reminder function that utilizes email and SMS text messaging notifying parties, case participants and attorneys of upcoming due dates. Reminders must be wholly automated based on due dates and parameters defined by the Court. Following initial setup of the case management system, processing of reminders must not require the Court to do anything other than assure that an email and/or mobile phone number is properly entered in the case.
- The System must have the capability to electronically notify parties, case participants and attorneys of scheduled events. Notifications must be wholly automated based on scheduled events and parameters defined by the Court. Following initial setup of the case management System, processing of notifications must not require the Court to do anything other than assure that an email and/or mobile phone number is properly entered in the case.

Party Type Management

- Party type management must be able to manage case parties across multiple cases and case types. Party type management must also allow for creation of party types defined by the Court. The System must also allow for identifying additional case participant roles (i.e. those not included as party or attorney, such as a beneficiary, interested party, or agency defined as a participant by the court).

Case Linking

- The System must provide the ability to link cases that are related by the parties, subject matter, or other similarity determined by the Court. Case linking capability must not be solely based on a party or case participant.

Calendaring and Scheduling

- The System must provide a calendar and scheduling function that permits scheduling and calendaring case events and hearings. The calendar must be easily navigable, allowing for individual cases to be scheduled within open time frames and allow for block scheduling if needed. The calendar must have a view that can easily shift from day, week and month, which also allows the Court to view details of other scheduled events during the day, week, and month.

Electronic Signatures

- The System must be able to incorporate the use of the judge's electronic signature. This includes the ability to input the judge's electronic signature on any filing submitted in any filing format that is accepted by the Court's case management system and e-filing. Inputting the judge's signature must be able to be performed by clicking on a space in a document in which the desired placement of the signature lies. Inputting a signature must not require any additional formatting or requirements after initial setup.
- The System must be able to incorporate the use of the electronic signatures by parties attending a hearing. Inputting a party's signature must be able to be performed by signing on an electronic signature pad, or remotely by using "click to sign" technology on a space in a document in which the desired placement of the signature lies. Inputting a signature must not require any additional formatting or requirements after initial setup.
- The System must not require that a separate signature page is required for Court approval of documents.

Confidential Case Types/Sealing Records

- The System must have the capability to process confidential cases for the Court's view only.
- The System must have the capability to make selected docket items and images confidential within a non-confidential case type.
- The System must have the capability to expunge and/or seal cases.

Financials and Bookkeeping

- The System must have financial management capabilities that provide financial accounting, receivables and general ledger functions, including but not limited to management of funds and fee disbursements as required by law.
- The System must be able to provide financial reports covering all transactions on a daily basis, monthly basis and yearly basis.
- Financial reports must be configurable based on the fund type, transaction type, tender type, user activity and other similar parameters in which financial transactions are managed by the Court.
- The System must provide the ability to refund full or partial payments received by the Court.

- The System must provide options for multiple payment options including cash, check, credit card, debit card and electronic payments.

Security and User Roles

- The System must be able to provide audit tracking capabilities for user activity within the System.
- The System must possess the capability for internal role-based viewing and security pertaining to viewing permissions, editing permissions and data.

Document Management

- The System must provide the capability to provide document and content management capabilities in multiple document formats, including but not limited to .pdf, .tiff, and .jpg.
- The System must provide the capability to utilize document templates in which case information is exported into Microsoft Word for document production.
- The System must provide the capability to complete document and case data redaction capabilities, such as redacting bank account numbers, dates of birth and social security numbers.
- The System must provide the capability to transmit documents electronically for secondary permanent record storage and/or microfilming.
- Documents must be electronically stored on a secure cloud network such as Gov Cloud.

E-Filing

General E-Filing Functions

- The System must provide e-filing that is user friendly. The steps in creating an electronic filing submission must be logical and streamlined.
- The System must provide e-filing that is able to perform all functions allowing cases to be initiated, case filings subsequently submitted, and electronic payments to be transmitted for use by the Court and all participants, attorneys, individuals and justice partners.
- The System must provide an e-filing that is fully integrated with the case management system. It must possess the capability to electronically route new filings to the judge and staff, and provide notifications to the user that work has arrived for their action.
- The System must provide e-filing with the capability to automatically docket new filings in the case management system upon acceptance of the filings by the Court.
- The System must allow the Court to make corrections to party types or docket entries in e-filing that are submitted incorrectly by the party or attorney.
- The System must provide e-filing with the capability to return new filings that are not accepted, in whole, or in part by the Court.
 - Filings that are returned must be able to corrected or resubmitted easily. The System must not require users to resubmit an entire filing each time something is returned

unfiled. The System must possess the capability to hold a filing in a que awaiting corrections or additions to the filing following a return.

- The Court must be able to manually enter instructions to the user when a filing is not accepted.
- The System must provide e-filing which automatically docket Orders and Entries upon the approval of the judge in the case management system. The System must not require a separate signature page for Court approval of documents.
- The System must provide e-filing with the capability for the judge to route Orders and Entries that are not signed and accepted back to the staff with instructions upon the approval of the judge in the case management system. The judge must be able to manually enter instructions to staff when an Order or Entry requires modifications.
- The System must be able to be configured to set automatic workflows and workflows defined by the Court based upon the Court's practices.
- The System must provide a holding que in which Orders and Entries can be stored for future use during a Court hearing. This holding que must be separate from the judge's regular viewing que for daily case processing.
- The System must provide the capability to automate the acceptance of a new user without court invention.
- The System must provide the capability to have data validation and error detections.

Document Formatting/File Types

- The System must be able to process all Ohio Supreme Court standard forms without any modifications.
- The System must be able to process all Mount Vernon Municipal Court local forms without any modifications.
- The System must provide e-filing that provides a credit card/debit card payment option for electronic payments. This System will be utilized through the e-filing and in-person. Convenience fees, if any, must be charged through the vendor, with a direct deposit set up to the vendor to transfer fees collected by the Court.
- The System must provide the capability to accept documents for filing multiple formats, including but not limited to .doc, .pdf, .jpg. and .tiff

Time stamping Documents

- The System must provide the capability of time-stamping in multiple locations on one document by clicking on a space in a document in which the desired placement of the time stamp is.

APPENDICES

APPENDIX A

Proposal Pricing Sheet

Company Name:	
Contact	
Phone	
E-Mail Address	
FEES	
Configuration & Implementation	
Data Conversion	
Training	
Support – Year 1	
Other (Specify)	
TOTAL – YEAR 1	
Support Fees – Year 2	
Support Fees – Year 3	
TOTAL COST:	

APPENDIX B

Personal Property & Real Estate Tax Affidavit

STATE OF OHIO }
 } SS:
COUNTY OF KNOX }

_____ being first duly sworn, deposes and says that they are (president, secretary, sole owner, etc.) of: _____ the party making the bid, with offices located at: _____ and as its duly authorized representative states that effective this ____ day of _____, 2024 (date of submission of the bid) the (Name of Vendor) _____

- () Is NOT charged with delinquent personal property or real estate taxes on the general list of real and personal property in Knox County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Knox County, Ohio.
- () Is charged with delinquent personal property taxes and/or real estate taxes on the general list of real and personal property in Knox County, Ohio, or any other counties containing property in the taxing districts under the jurisdiction of the Auditor of Knox County, Ohio. The County and amount of delinquent personal property taxes is listed below and includes total amount and any penalties and interest thereon.

Court:

Amount:

Affiant

Sworn to and subscribed before me this _____ day of _____, 2024

Notary Public

the City of Mount Vernon, Ohio, to that official or their individual campaign committee:

- a. myself;
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

3. That this representation is made to induce the Court to enter into a contractual relationship with the Contractor, and with the knowledge that Court officials will rely on the authenticity of statements made herein in awarding and administering such contracts.

Signature _____

Title: _____

State of _____

County of _____

Sworn to and subscribed in my presence this ____ day of _____, 2024

Notary Public

APPENDIX E

FINDINGS FOR RECOVERY AFFIDAVIT

STATE OF _____

COUNTY OF _____, **SS:**

_____, upon being duly cautioned and sworn, hereby states the following based on personal knowledge:

- 1) That they are _____(title), of _____(name of Proposer) and authorized to execute this affidavit; and,
- 2) That _____(name of Proposer) is not a person or entity against whom a finding for recovery has been issued by the Auditor of State, which finding for recovery is unresolved as defined in Ohio Revised Code [General Provisions] Section 9.24 (B); and,
- 3) That _____(name of Proposer) does not appear in the database of unresolved findings of recovery maintained by the Auditor of State pursuant to Ohio Revised Code [General Provisions] Section 9.24 (D)

Affiant

State of _____

County of _____

Sworn to before me and subscribed in my presence this ___ day of _____, 2024

Notary Public