

CITY OF EAST PROVIDENCE

RFP BID NO. EP15/16 - 01

BID SPECIFICATIONS FOR MUNICIPAL COURT SOFTWARE SYSTEM

A. PURPOSE

The purpose of these specifications is to replace the current Municipal Court software system with one that communicates better with the Rhode Island Traffic Tribunal, this Court's parent Court.

B. SPECIFICATIONS

Software must meet these requirements:

1. MicrosoftSQL Compliant database.
2. Ability to be integrated with Crystal Reports for custom reporting purposes.
3. Ability to support credit card transactions.
4. Ability to generate printed receipts for both the customer and Municipal Court.
5. Ability to generate forms for suspension removal.
6. Ability to send notifications based on court dates.
7. Must have the ability to process not only (Moving) violations but all violations that are processed by the Municipal Court which include the following: Parking, ordinance, animal, minimum housing, zoning, alarm.
8. Ability to have system generated sign-in sheets and court dockets.
9. Ability to have court date generated automatically or manually as necessary.
10. Ability to generate collection reports.
11. Ability to integrate with Microsoft Word in order to do Mail Merge with fields from the software package.
12. The system must have the ability to breakdown payments into the appropriate accounts.
13. Automatic processing of license suspensions.
14. Automatic processing of warrants.
15. Ability to process subpoenas.
16. Ability for Electronic File Dispositions.
17. Available report for State Fee Collections.
18. Ability to interface with the electronic DMV Vehicle registration system.
19. Compatibility with "E-Ticket" system and have the ability to import data from "E-Ticket" electronically.
20. Ability for users to generate custom reports through the system.
21. Ability to generate a cash receipt report with totals based on a user defined date range.
22. Ability to generate quarterly reports based on fiscal year.
23. Software must be updated based on new and changing State Mandates. This must be an inclusion to ensure compliance with the Rhode Island Traffic Tribunal.
24. The bid must include the cost to convert data in the current system to the new system.

C. GENERAL REQUIREMENTS

1. Insurance

a. General Liability

The Consultant shall procure and shall maintain, during the life of the contract period, Contractor's General Public Liability Insurance, as well as Products Insurance coverage shall have a limit of liability of not less than \$1,000,000 for all damages.

The City of East Providence shall be named as an additional insured on the liability policy.

b. Professional Liability

The Consultant shall procure and shall maintain, during the life of the contract period, Professional Liability Insurance in an amount not less than \$1,000,000.

c. General Requirements

The "other insurance" clause for each policy shall be deleted or modified so as to make it clear that the coverage of such policy is primary and any coverage available to the City under its own policy(ies) is secondary,

Each policy shall be non-cancelable with respect to the City without thirty (30) days' prior written notice to the City. If any policy is canceled, the Consultant must immediately obtain and provide the City evidence of equivalent or better insurance coverage.

Insurance carriers shall be A- rated or better,

2. Minimum Experience

Firms submitting proposals must meet the following minimum qualifications:

- a. Can demonstrate extensive experience in Municipal Court software.
- b. Have successfully completed at least two (2) other Municipal Court systems similar in scope and complexity to the City's project in the last three (3) years.
- c. Be registered to do business in Rhode Island in accordance with applicable Rhode Island General Laws.

D. SELECTION CRITERIA

The City of East Providence may, at its sole discretion, interview one or more Vendors after receipt and review of the proposals. Submittal of a proposal by a Consultant does not guarantee an interview with the City, nor does it in any way obligate the City to the Consultant, financially or otherwise,

- a. The City of East Providence reserves the right to accept or reject any or all proposals. The City reserves the right to negotiate with any and all proposers after

submittal of the proposals. The City will act in what it considers to be the best interests of the City.

- b. The Consultant shall be selected based on;
- i. Demonstrated compliance with the minimum qualifications specified herein and responsiveness of RFP;
 - ii. Demonstrated knowledge of and expertise in applicable Municipal Court - software.
 - iii. Financial history and stability of the company.
 - iv. Number of years of experience with Municipal Court software;
 - v. Quality of references for the firm and proposed personnel for similar projects;
 - vi. Quality of software to handle the required functions,
 - vii. Track record of Vendor to meet the implementation schedule.
 - viii The track record of the vendor to support their products and services
 - viii Pertinent new ideas which may be presented by the vendor during the course of the selection process;
 - x. Other factors or special characteristics of the vendor, its project team or its outlook which provide a unique match with the City's needs and intentions;
 - xi. Fees; or any other factors that the City determines to be relevant and in its best interests,

The selection criteria are not necessarily listed in order of importance.

The City anticipates working with the most qualified vendor during the selection and post selection stage of the Project in order to assure the software system fully meets the City's needs. As a result, final cost of the system may vary from the submitted cost.

E. CONDITIONS OF SUBMITTING PROPOSAL

Each proposal must be submitted with the completed and signed. Proposal Form. Each proposal must be submitted in a sealed envelope, addressed to the City of East Providence, Office of City Manager, 145 Taunton Avenue, East Providence, RI 02914 and shall be clearly marked on the outside as "MUNICIPAL COURT SOFTWARE RFP BID NO. EP15/16 - 01"

The City reserves the right to waive any informality in the proposals or reject any or all proposals. The City reserves the right to negotiate with any or all proposers after review of the proposals.

Any proposal received after the time and date specified shall not be considered. It is the proposer's responsibility to see that the proposal is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened.

Proposals may be withdrawn on written request (on the letterhead of the proposer and signed by the person signing the proposal) which must be received prior to the time fixed for opening. Proposals may be modified in the same manner. No proposal or modification thereof received after* date set for opening will be considered, even if it is determined that such non-arrival before the time set for opening was due solely to the delay in the mail, for which the proposer is not responsible.

The City also reserves the right after opening the proposals to request any additional information or clarifications from any proposer to assist in its evaluation.

ANNUAL MAINTENANCE:

Annual maintenance cost must be provided. Annual maintenance must include periodic updates and enhancements, bug fixes, patches, etc. as necessary to the software. Maintenance must also include any changes to State mandates that must be included, in the software to ensure compliance by the City of East Providence with the State of Rhode Island.

CONTACT

Kelly Ahrens .
Chief Information Officer
City of East Providence
kahrens@cityofeastprov.com