

The Department of Procurement (the “DOP”)
on behalf of the
*Department of Information Technology & Atlanta Municipal
Courts*

FC-7964, Case Management Improvement On Behalf
of City Courts



Presentation Made By: James E. Crenshaw, Contracting Officer

Wednesday, March 18, 2015
Location: DOP Bid Room, Suite 1900
Time: 11:00 am

FC-7964, Case Management Improvement



- ▶ **Welcome and Introductions**
 - James E. Crenshaw, Contracting Officer

- ▶ **Ethics Department**
 - Ms. Nina Hickson, Ethics Officer

- ▶ **Enterprise Risk Management**
 - Mr. Jimmy Porter, Risk Management Analyst

- ▶ **Office of Contract Compliance**
 - Mr. Bruce Bell, Senior Contract Compliance Manager

- ▶ **User Department: Atlanta Municipal Court**
 - Mr. Christopher Patterson, Court Administrator
 - Ms. Deletrice L. Grant, Senior Project Manager, Dept. of Information Technology

- ▶ **Closing: Department of Procurement**
 - James E. Crenshaw, Contracting Officer



Be Mindful of...

- **Prohibited Contacts**
- **Non-Authoritative Statements**
- **Plan Holders vs. Attendees at Pre-Conference**
- **Last Date for Addendum Questions:**
 - **Friday, March 20, 2015 1:00 p.m. (eastern)**
- **Proposal Due Date:**
 - **Wednesday, April 29, 2015, 2:00 p.m. (eastern)**
- **Oral Interview Sessions (*at City's discretion*):**
 - **May 13-15, 2015**



Minimum Qualifications

- Each Proponent team member (Service Provider Key Personnel) shall possess and provide documented experience in court installation, including Public Defender and Prosecutor features and eFiling capabilities of over 100k cases per year within the last five (5) years in the public sector.
- The selected proponent must provide a sample software license agreement, maintenance agreement, warranty terms and license fee with proposal.



City of Atlanta Ethics Office

Ms. Nina Hickson
Ethics Officer



Office of Enterprise Risk Management

Mr. Jimmy Porter
Risk Management Analyst



Office of Contract Compliance

Mr. Bruce Bell
Senior Contract Compliance Manager

Atlanta Municipal Court



▶ Introduction of Department's Business Objectives

- Atlanta Municipal Courts: **Mr. Christopher Patterson, *Court Administrator***
- Department of Information Technology: **Ms. Deletrice L. Grant, *Project Manager***

▶ Opening the Floor for Questions & Answers

- **(Statements Made in this Forum Today are Not Authoritative)**

All questions and responses provided are not considered authoritative until placed in writing to the appropriate point of contact within DOP, Mr. James E. Crenshaw, Contracting Officer. He will ensure that a subsequent addendum is issued to all Plan Holders of record.

Contents of Proposals



- ▶ **Proposals should be inclusive of :**

I. Informational Proposal

- ▶ **Volume I - Information drafted by Proponent**
 - **Executive Summary;**
 - **Organizational Structure;**
 - **Resumes of Key Personnel;**
 - **Overall Experience; and**
 - **Management Plan and Technical Approach.**
- ▶ **Volume II - Required Submittal Forms (Forms 1-9)**
 - **Include Appendix E – Functional Requirements**

Proponents must submit one (1) stamped “original” and twenty (20) copies of the Informational Proposal.

II. Cost Proposal - Exhibit A.1

Proponents must submit one (1) stamped “original” and twenty (20) copies in a separate sealed envelope.

Next Anticipated Procurement Steps – After Proposal Due Date



▶ **Step 1: DOP Will Review Proposal(s) for Responsiveness (within two business days)**

- Form 1 - Illegal Immigration Reform and Enforcement Act Forms (IIREA)
- Form 2 - Disclosure Form and Questionnaire
- Form 3 - Proponent Financial Disclosure
- Form 4.1 - Certification of Insurance Ability
- Form 4.2 - Certification of Bonding Ability
- Form 5 - Acknowledgement of Addenda
- Form 6 - Proponent Contact Directory
- Form 7 - Reference List
- Form 8 - Proposal Bond (**not applicable**)
- Form 9 - Required Submittal Checklist
- Appendix A - Office of Contract Compliance Forms
- Appendix E – Functional Requirements

▶ **Step 2: DOP Will Submit **ONLY** Responsive Proposals to Internal City Stakeholders to Review for Responsibility:**

- ✓ **Office of Contract Compliance** to Review Appendix A Submittals
- ✓ **Office of Enterprise Risk Management** to Review Form 3: Proponents Financial Disclosure Statements
- ✓ **Atlanta Municipal Court** to Review for responsibility, and *assessment of a need* for Oral Interviews and Subsequent Scheduling of Collaborative Evaluation Session(s)

Reminders

▶ **Addendum Deadline:**

○ **Friday, March 20, 2015, 1:00 p.m. (eastern)**

****QUESTIONS RECEIVED THEREAFTER MAY NOT BE CONSIDERED****

▶ **Proposal Due Date:**

○ **Wednesday, April 29, 2015, 2:00 p.m. (eastern)**

****ABSOLUTELY NO PROPOSALS WILL BE ACCEPTED AFTER 2:00 P.M.****



Primary Point of Contact: Mr. James E. Crenshaw, Contracting Officer

Email: jecrenshaw@atlantaga.gov

Direct Phone Number: 404-865-8816