



Department of Procurement and Contract Compliance

RFP-R35300

Addendum #1

Municipal Court Management System Software

Release Date:
January 26, 2023

Refer ALL Inquiries to:

Bojan Lugonja
blugonja@wycokck.org

Department of Procurement and Contract Compliance
701 N 7th Street, Suite 649
Kansas City, KS 66101
913-573-5279

ADDENDUM #1

RFP R35300 Municipal Court Management System Software

The Purchasing Division must inform you of the following questions and answers:

Questions:

1. How many users will require access to the new system, for purposes of calculating licensing costs?
Answer: 35
2. E: 70.00 Please explain the current expungement process and any applicable laws which must be complied with regarding expungement of data.
Answer: Defendants file a motion for expungement. If the City is opposed, there is a motion hearing. K.S.A. 12-4516 and K.S.A. 12-4516a
3. F: 78.00 Does the Court wish to have this be an automated process which is integrated with the jail management system?
Answer: Yes, the Municipal Court would prefer a real time automated integrated process with the jail management software system.
4. F:120.00 What type of notification, email, text, or other?
Answer: The Municipal Court would prefer notification through email. However, the Municipal Court would consider other types of notification recommended by the Offeror – e.g. through the system.
5. F: 156.00 Please define “summary closing” of diversion cases.
Answer: This would be an “automatic” closing of a diversion case once all requirements are met, and the time period has passed.
6. F:167.00 Please define “configurable workflow for review of cases.”
Answer: The Municipal Court would like to be able to configure or work with the Offeror to configure an “out of the box” workflow as it pertains to review of cases – e.g., if case 00 involves 123, it has to be reviewed for XYZ before the system allows the case to be continued.
7. I: 80 Please define “victim cases.”
Answer: Any case involving any type of victim whether it be misdemeanor (in Chapter 22 Article II offenses against persons) or a traffic accident involving another person or person’s property.
8. K: 41.00 Is this referring to tracking every time a person inquires on a case?
Answer: Yes, the Municipal Court would like to track all activity/inquiries on cases for auditing purposes.
9. Can the scheduling kiosk at check in be web based?
Answer: Yes, the Unified Government’s Department of Technical Services (DOTS) recommends that the scheduling kiosk at check in be web based. In addition, DOTS recommends a required amount of security controls in place at the minimum standard of Systems and Organization Controls 2 (SOC2).

10. Requirements, Section G. Clerk Process, Item 54, Traffic school for non KCKS residents. What would payments be tied to?

Answer: This requirement is no longer applicable as KCK Municipal Court will not be scheduling defendants to traffic school for non-Kansas City cases.

11. Requirements, Section I. Prosecution, Item 51, Can the Court clarify what business logic they have in mind to automate the process of tracking DUI diversion compliance?

Answer: The system should be able to pull DUI diversion cases as a separate list. Also, the system would track completion of requirements, in a specific order (if required to do so) – e.g., a completion entry for 123 could not be made before requirement XYZ had a completion entry. Additionally, the system can enter completion dates/compliance from documents scanned.

Please sign and date this amendment and return it, along with your proposal.

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: () _____ FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

All questions should be directed to the Purchasing Department at (913) 573-5440