



# DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

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DIRECTOR

April 25, 2024

**SUBJECT:** Questions and Answers for Request for Proposals (RFP) #2853  
– Justice Systems Consulting Services

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1. What budget has the County allocated for this work?  
**Answer:** The budget is \$275K for both phase 1 and the optional phase 2. The possibility of a budget increase will be assessed in collaboration with the awarded vendor.

2. Can the County Clarify how this work relates to the recent RFP issued for the DA's office?  
**Answer:** This is not related to the recent RFP issued by the DA's office.

3. According to the list of documents to be returned on p.47 of the solicitation, it seems as though the County is not asking proposers to prepare an approach to the scope of work, describe the project team in detail, or provide any information about qualifications of the firm beyond the maximum one-page "statement of qualifications." Is that correct, or is the County expecting additional response material from proposers beyond what is laid out on p.47?  
**Answer:** No. On page 33, the statement of qualifications is the only part of the submission limited to one page as shown below.

We will however update the RFP with an addendum to include a project understanding and approach to the scope of work with a detailed description of the project team.

*STATEMENT OF QUALIFICATIONS Proposers must provide up to a one-page narrative as to their interests, particular abilities, and qualifications related to this solicitation. Please include examples of knowledge, expertise, and experience with similar scopes of work. Use the space below or attach a one-page document.*

4. Can the County provide an estimate of the number of business processes that need to be assessed for each of the organizations involved in the proposed project? District Attorney, Public Defender, Probation, Marin County Superior Court, Marin County Sheriff's Office, Law Enforcement Agencies.

**Answer:** While the County Justice systems support the Marin County Superior Court, Marin County Sheriff's Office and Law Enforcement Agencies, they will not be directly involved in the business process/requirements gathering effort. They will be ancillary participants by either sending, receiving (or both) data as part of the overall system integration.

We do not have an estimate of the number of business processes. As for the remaining agencies, the consultant selected will work with the Public Defender, Probation, and District Attorney to identify the business processes, their importance and impact to each office's business operations.

5. Firstly, regarding the submission guidelines outlined in the RFP, we would like to understand if there is flexibility regarding including supplementary materials beyond the specified forms. While the RFP specifies the required forms to be returned, we want to ensure that our proposal effectively communicates our understanding of the project and our qualifications. Given that the Proposal submission quality and completeness are weighted at 35% in the evaluation criteria, we want to ensure that our submission is comprehensive and competitive. If there is room for including additional information, we would appreciate guidance on what type of supplementary materials would be acceptable and how they should be formatted or submitted.

**Answer:** Yes, you can submit additional information as long as it is directly relevant to the work we are looking to complete.

6. Secondly, we have reviewed the second paragraph of Section 12 of the sample County of Marin Professional Services Contract, which stipulates the transfer of ownership of pre-existing work products to the County. Considering that we may introduce our intellectual property into the project, particularly during the initial phases, we would like to propose a modification to this clause to ensure clarity regarding ownership rights. Our proposed modification affirms our commitment to collaboration and transparency while protecting our intellectual property rights. We propose a modification to the clause as follows: "To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the County of Marin. However, Contractor would like to clarify that in instances where Contractor introduces its proprietary templates, designs, diagrams, or plans into the work product, Contractor grants the County of Marin a perpetual, irrevocable, royalty-free license to use, reproduce, and modify such derivative works for the purposes of this project." We kindly request your guidance on whether such modifications align with the County's requirements or if alternative approaches exist to address these concerns while maintaining compliance with the RFP.

**Answer:** This will need to be evaluated by County Counsel as part of any contract negotiations.

7. What is your budget for this project?

**Answer:** Refer to answer for Question# 1.

8. Regarding signatures. Will electronic signatures be permitted?

**Answer:** Yes, electronic signatures are permitted.

9. What is the budget for this SOW "Justice Systems Consulting Services" Phase 1 – Documenting the needs and requirements of participating departments?

**Answer:** Refer to answer for Question# 1.

10. The answer to the question above notwithstanding, what is the overall budget for this SOW, including Phase 1 and (optional) Phase 2?

**Answer:** Refer to answer for Question# 1.

11. Re. Page 24, first two paragraphs: The intent of the Justice Systems Replacement Project is to replace the legacy systems with modern, sustainable technologies. The Scope of Work identifies the replacement systems as those of the District Attorney, the Public Defender and the Probation Department. Are there plans to replace systems of the Marin County Sheriff's Office and any or all the Law Enforcement Agencies?

**Answer:** The Marin County Sheriff's Office and Law Enforcement Agencies are not directly involved in this scope of work.

12. How many law enforcement agencies operate in the County, and how many are planning to connect directly to the future Justice System?

**Answer:** The Marin County Sheriff's Office and Law Enforcement Agencies are not directly involved in this scope of work.

13. For the (optional) Phase 2 of this SOW, we note that the procurement variations may be substantial. For example, the type of variations may include a) the number of individual procurements, b) nature and number of requirements, integrations, migrations, etc., d) engagement approaches and vetting processes with the offices/departments, and so on. So that proposals are more consistent and comparable across the submissions from different vendors would you provide more definition for Phase 2, or provide a scope description that could effectively function as a baseline for vendors to respond to?

**Answer:** Phase 2 may include the RFP process, evaluation criteria and selection of a single vendor case management systems or case management systems from multiple vendors.

14. The timing of the availability of answers to questions submitted impacts the remaining time left to provide a robust proposal. Would the County consider extending the proposal due date by 10 business days?

**Answer:** The proposal submission deadline date has been extended to Thursday, May 9, 2024. Refer to attachment RFP 2853 - Addendum No 1.

15. Is there an incumbent for implementing the work described in the SOW?

**Answer:** No.