

# COUNTY OF KANE

Christopher J. Lauzen  
Kane County Board Chairman



Kane County Government Center  
719 South Batavia Avenue  
Geneva, IL 60134  
P: (630) 232-5930  
F: (630) 232-9188  
[clauzen@kanecoboard.org](mailto:clauzen@kanecoboard.org)  
[www.countyofkane.org](http://www.countyofkane.org)

## DOCUMENT VET SHEET

for  
Christopher J. Lauzen  
Chairman, Kane County Board

Name of Document: NCSC - Court CMS RFP Resolution No.: 13-178  
Services Agreement (2)

Submitted by: Roger Farnestock Dept. Head Signature: Roger Farnestock

Date Submitted: 8-1-2013 Dept. Head Sign-off Date: 8-1-2013

Examined by: Joseph Lulves  
(Print name)  
Joseph Lulves  
(Signature)  
8-1-13  
(Date)

**RECEIVED**  
AUG 01 2013  
KANE COUNTY BOARD

Post on the Web: YES  NO  Atty. Initials JR

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Chairman signed: YES  NO  8/5/2013  
(Date)

Document returned to: Roger Farnestock  
(Name/Department)

# COUNTY OF KANE

**INFORMATION TECHNOLOGIES**  
Roger Fahnestock, Executive Director/CIO




County Government Center  
719 Batavia Avenue  
Geneva, Illinois 60134  
Phone: (630) 232-3571  
Fax: (630) 232-3579

---

## Memorandum

---

**Date:** August 1, 2013  
**To:** Chris Lauzen, Kane County Board Chairman  
**From:** Roger Fahnestock   
**Re:** Court Case Management – NCSC Contract for RFP Evaluation

The enclosed agreement is for the National Center for State Courts (NCSC) services related to the Court Case Management RFP process. The agreement was approved at the June 11, 2013 County Board meeting with the passage of Resolution #13-178. The agreement is for an amount not to exceed \$40,000 for the completion of the Court Clerk's RFP, vendor evaluation, and vendor selection. The work is scheduled to be completed by November 1, 2013.

Please sign both copies of the agreement and return them to me. I will send them off for NCSC signatures and return a signed copy for the County records.

If you have any questions or require additional information please contact me at 630-742-3743.

Enclosures:  
*Resolution #13-178*  
*NCSC Agreement (2 copies)*



# AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item # 13-178

- Resolution
- Ordinance

Name: AUTHORIZING EXPENDITURE AND AGREEMENT WITH NATIONAL CENTER FOR STATE COURTS TO INCLUDE THE CIRCUIT COURT AND CIRCUIT CLERK'S OFFICE IN THE DEVELOPMENT OF AN RFP AND VENDOR EVALUATION FOR CMS

Presenter/Sponsor: Roger Fahnestock

Budget Information: Was this item budgeted?  Yes  No  N/A

Appropriation Amount: \$40,000

If not budgeted, explain funding source

**SUMMARY:** The County has previously contracted with the National Center for State Courts to provide assistance in the development of an RFP, vendor evaluation, and selection of a court case management system for the State's Attorney and Public Defender. The Circuit Court and the Circuit Clerk's Office are now also ready to proceed with the development of their RFP's for their respective court case management systems. As a result, the Judicial and Public Safety Technology Commission is recommending that the current agreement with National Center for State Courts be extended through a new agreement with National Center for State Courts for these additional offices. The contract carries a fixed price of \$40,000.

Attachments: National Center for State Courts Contract dated April 30, 2013.

Detailed information available from:

Staff Name: Roger Fahnestock

Phone: 630-444-1003

Resolution/Ordinance Tracking:

Assigned Committee: Other  Passed  Sent to: Finance/Budget on: 05/23/2013

If Other, specify: Judicial & Public Safety Tech Commission

Committee Remarks:

Next Committee: Finance/Budget  Passed  Sent to: Executive on: 05/29/2013

If Other, specify:

Committee Remarks:

Next Committee: Executive  Passed  Sent to: County Board on: 06/05/2013

Committee Remarks:

County Board Date: 06/11/2013

STATE OF ILLINOIS

COUNTY OF KANE

RESOLUTION NO. 13 - 178

**AUTHORIZING EXPENDITURE AND AGREEMENT WITH NATIONAL CENTER FOR STATE COURTS TO INCLUDE THE CIRCUIT COURT AND CIRCUIT CLERK'S OFFICE IN THE DEVELOPMENT OF A REQUEST FOR PROPOSAL AND VENDOR EVALUATION AND SELECTION FOR COURT CASE MANAGEMENT SYSTEMS**

WHEREAS, the County has previously contracted with National Center for State Courts for services related to development of an RFP and vendor evaluation and selection for the State's Attorney's and Public Defender's Office; and

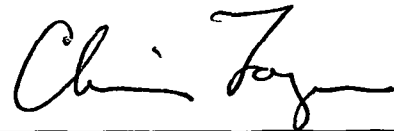
WHEREAS, the Circuit Clerk and Circuit Court are ready to proceed with proposals for their respective court case management systems; and

WHEREAS, the Judicial and Public Safety Technology Commission has recommended that the proposal to extend the current agreement between National Center for State Courts and the County be extended to include the Circuit Clerk and Circuit Court.

NOW, THEREFORE, BE IT RESOLVED that the Chairman of the Kane County Board is hereby authorized to execute the Agreement dated April 30, 2013 with National Center for State Courts regarding Kane County, Illinois, Circuit Court and Circuit Clerk's Office Case Management System Request for Proposal Development Contract in the amount of Forty Thousand (\$40,000.00) Dollars.

Line Item	Line Item Description	Was personnel/item/service approved in original budget or a subsequent budget revision?	Are funds currently available for this personnel/item/service in the specific line item?	If funds are not currently available in the specified line item, where are the funds available?
127.800.812.50150	Consulting/Contractual	No	No	127.800.812.89010

Passed by the Kane County Board on June 11, 2013.



John A. Cunningham  
Clerk, County Board  
Kane County, Illinois

Christopher J. Lauzen  
Chairman, County Board  
Kane County, Illinois

Vote: 24  
Yes 0  
No 0  
Voice 0  
Abstentions 0  
6CMS

Mary Campbell McQueen  
*President*

**Daniel J. Hall**  
*Vice President*  
Court Consulting Services  
Denver Office

May 20, 2013


Jim Hansen  
Assistant Director of Purchasing  
Kane County, IL

Dear Mr. Hansen:

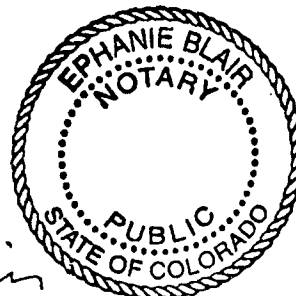
The National Center for State Courts has not made any cumulative campaign contributions in the previous 12 months to any current county-wide elected officer. The NCSC is exempt from Federal income tax under section 501(c)(3) of the Internal revenue Code.

Please let us know if you need additional information. Thank you.

Sincerely,



Laura Klaversma  
Court Operations Director



*Ephanie Blair*  
5/20/13

My Commission Expires 01/20/2016

Mary Campbell McQueen  
*President*

**Daniel J. Hall**  
*Vice President*  
Court Consulting Services  
Denver Office

April 30, 2013

Mr. Roger Fahnestock, Chief Information Officer  
Kane County Government Center  
719 South Batavia Avenue, Building B  
Geneva, Illinois 60134

**Re: Kane County, Illinois, Circuit Court and Circuit Clerk's Office Case Management System Request for Proposal Development Contract**

Dear Mr. Fahnestock:

This letter is in response to a request from Kane County, Illinois (County) that it would like a proposal to extend the recently-signed agreement between the National Center for State Courts (NCSC) and the County regarding assisting the County with identification of case management system (CMS) requirements for a new CMS to support the Circuit Court and the Circuit Clerk's Office, and development of a request for proposal (RFP) for use in procurement of a new CMS. The County requested that the NCSC assist with evaluating vendor responses, demonstrations, selection, and contract negotiations for the Circuit Clerk's Office/Circuit Court's CMS, as well as the CMS for the State's Attorney and the Public Defender.

With this letter, the NCSC is proposing to extend the agreement currently in place with the County. The purpose of the extension is to conduct the following additional work:

**(1) CMS Vendor Evaluation/Selection Process Management**

Once the RFPs for the Circuit Clerk's Office and the Circuit Court, the State's Attorney, and the Public Defender are published, the NCSC will work to help ensure that vendors understand the RFP and the County is ready to evaluate proposals. We will begin this process by developing evaluation materials, consistent with the response requirements and evaluation criteria in the RFPs, which evaluation team members can use in scoring the proposals received. These materials will include scoring worksheets and spreadsheets that provide for comparison of proposals. We will assist the County in answering questions posed by vendors before, during and after the pre-proposal conference (also called a bidder's conference), and will help facilitate the conference itself. Further, we will assist the County in developing addenda to the RFPs as required.

Headquarters  
300 Newport Avenue  
Williamsburg, VA 23185-4147  
(800) 616-6164

Court Consulting  
707 Seventeenth Street, Suite 2900  
Denver, CO 80202-3429  
(800) 466-3063

Washington Office  
2425 Wilson Boulevard, Suite 350  
Arlington, VA 22201-3326  
(800) 532-0204

Proposals received by the Purchasing Department by the proposal deadline must follow the format prescribed in the RFP and submitting vendors must have the required experience. Upon opening of the proposals, the NCSC will perform an administrative review to note any discrepancies and provide a recommendation to the Purchasing Department as to whether the proposal should move forward through the evaluation process or be rejected. The Purchasing Department will then distribute all accepted proposals to the evaluation team members. While members review and score the proposals, the NCSC will also review the proposals and note strengths, weaknesses and other items of interest. The NCSC will not score the proposals or recommend one vendor over another, but will objectively make observations germane to the selection of a vendor and share them with the evaluation team. Further, the NCSC will facilitate discussions on each of the proposals and the evaluation team's selection of finalist vendors.

In preparation for finalist demonstrations, the NCSC will produce scripts that vendors will be required to follow during demonstrations. These scripts help ensure that all vendors address the same topics during presentations and show how different scenarios are addressed by the software. Use of scripts helps provide a level playing ground for evaluations and selection of the apparently successful vendor.

The NCSC will assist the Purchasing Department in scheduling up to three vendors' demonstrations<sup>1</sup>. The NCSC will facilitate the demonstrations, holding the vendors to the scripts and meeting with the evaluation team after each demonstration to discuss and adjust scores as the team sees fit. Finally, upon selection of a vendor, the NCSC will document the evaluation and provide a summary to the Purchasing Department.

Tasks and deliverables for evaluating the Circuit Clerk/Court's, the State's Attorney's, and the Public Defender's RFP in this phase are:

	Tasks	Deliverables	Est. Hrs
1	Prepare for and facilitate Pre-Proposal Conference for the three offices		2 days onsite, 16 hours
	Prepare Responses or addendums to Vendor Questions for RFPs	Proposed Responses to Vendor Questions	16 hrs
2	Review Proposals for all offices	CMS Proposals Review	80 hrs
	Develop Evaluation Materials for each office	Proposal Evaluation Materials	8 hrs
	Brief Evaluation Teams	Circuit Clerk/Court,	2 days onsite,

<sup>1</sup> It is our understanding that the number of vendor demonstrations will be limited to three for each office. The amount quoted for this additional work was estimated using this assumption. Should additional vendors be selected for demonstration, additional costs can be negotiated.

	and Facilitate Review of Proposals	SA, & PD Demonstration Scripts	16 hrs
	Prepare Vendor Demonstration Scripts for each office		12 hrs
3	Arrange Vendor Demonstrations		8 hrs
	Facilitate Vendor Demonstrations		15 days onsite, 120 hrs
	Prepare/summarize demonstration evaluations		8 hrs
	Facilitate CMS Evaluations	CMS Evaluation Summary	2 days onsite, 16 hrs

**CMS Vendor Contract Negotiation Assistance**

Once a vendor has been selected, the NCSC will assist the Purchasing Department, County legal staff, and the respective offices in negotiating a contract with the vendor. The NCSC’s involvement will be based on the preference of the Purchasing Department – the NCSC can facilitate the negotiations, directly dealing with both parties, or can advise the County “in the background.” In either case, the NCSC will recommend contract terms and conditions that may be included in the County’s standard contract and recommend the vendor’s summary work plan (also called the statement of work) and payment schedule for the Purchasing Department to use in finalizing the CMS contract.

Tasks		Deliverables	
4	Advise the County on Contract Issues	Draft Contract terms, Work Plans, and Payment Schedules	24 hrs
	Recommend Contract Terms and Conditions		
	Recommend Summary Work Plans and Payment schedules		

The cost for the additional work proposed above will be a firm fixed price of \$40,000. This total cost includes professional and administrative time, travel and indirect costs. The rates used by the NCSC for the proposed additional work are the federal government approved rates for the Mission Oriented Business Integrated Services (MOBIS) contract. The approved rate for Ron Titus is \$115 per hour. There is additional time included for administrative (\$78 per hour) and quality review support (\$172 per hour.) The indirect costs are based on approved federal rates used for all contracts. Travel is based on the NCSC travel policy which uses the federal travel policy as its guideline.



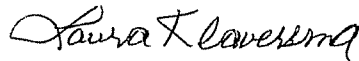
Mr. Roger Fahnestock  
Kane County  
April 30, 2013  
Page 4

The NCSC anticipates that the additional work will be completed by November 1, 2013.

If the County accepts the terms of the additional work as described herein, please affix an authorized signature in the place provided at the bottom of this letter and return it to me electronically.

Please contact me if you wish to discuss the additional work terms stated herein, have any questions about the process or the cost, or require a formal contract. We look forward to continuing to work with you on this project.

Sincerely,



Laura Klaversma  
Court Services Director

cc: Chief Judge Judith M. Brawka  
Presiding Judge F. Keith Brown  
Doug Naughton, Circuit Court Administrator  
Thomas M. Hartwell, Circuit Clerk  
Joseph H. McMahan, State's Attorney  
Kelli M. Childress, Public Defender

ACCEPTED:

**Kane County, Illinois**

**National Center for State Courts**

By Chin Toy

By \_\_\_\_\_

Title County Board Chairman

Title \_\_\_\_\_

Date 8/5/2013

Date \_\_\_\_\_