

# REQUEST FOR QUOTES

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**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA BARBARA**

**REGARDING:**

*Automated Criminal Minute Orders*

**QUOTES DUE:**

MONDAY APRIL 19, 2021 NO LATER THAN *5:00* P.M. PACIFIC TIME

## STATEMENT OF WORK

### 1.0 INTRODUCTION

The Superior Court of California, County of Santa Barbara (“JBE” for *judicial branch entity*) is soliciting quotes from qualified vendors to provide eForms for Criminal Minute Order automation and integration with Tyler Odyssey according to the Bid Specifications stated below in section 2.0.

### 2.0 SERVICES

#### 2.1 Description of Services.

##### 2.1.1 Analysis of current court forms.

- Work with Court staff to increase courtroom efficiency.
- Perform Discovery on in-court forms.
- Create Tyler CMS integration plan based on Court requirement.

##### 2.1.2 Build and update eForms to Tyler integration.

- Create or change integration between Court systems and Tyler CMS.
- Create or update SQL queries and data updates to API calls.

##### 2.1.3 Create or change forms and workflow for forms.

- Add fields for auto print.
- Add signature visible field.
- Test workflow end to end.
- Test custom eForm integration.
- Create new form from new template.
- Carry over rule logic from existing form templates.
- Provide existing text populating on forms.

##### 2.1.4 Testing.

- Test logic in Test environment at non-court times to verify work.
- Work with Court staff to verify and resolve issues in the test environment.
- Conduct end to end court testing using all form outcomes.

##### 2.1.5 Go live support.

- On-site support in court during go-live.
- Make necessary changes and resolve in court issues.

##### 2.1.6 Training.

- Conduct multiple on-site training sessions for court staff.
- Create training manual for departments.
- Hold conference call and video meetings for knowledge transfer.
- Perform onsite training when required.

##### 2.1.7 Software upgrade and system integrations.

- Perform software upgrades.
- Integrate current and future software into court environment.

### 3.0 SPECIAL INSTRUCTIONS:

- 3.1 Bid Due Date: Monday, April 19, 2021 by 5:00 pm, Pacific Time.
- 3.2 Bids shall be submitted via email to [sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org)
- 3.3 Questions shall be directed to [sbsolicitation@sbcourts.org](mailto:sbsolicitation@sbcourts.org) no later than Thursday, April 15 by 3:00 pm, Pacific Time.

### 4.0 RFQ ATTACHMENTS

#### 4.1 Administrative Rules Governing RFQs

These rules govern this solicitation and should be read carefully by Bidder.

<http://www.sbcourts.org/gi/Purchasing/TermsConditions/RFQAdministrativeRules.pdf>

#### 4.2 Standard IT Terms and Conditions

Bidders are encouraged to review carefully the terms and conditions.

<https://www.sbcourts.org/gi/purchasing/TermsConditions/ITTermsConds.pdf>

### 5.0 SUBMISSION REQUIREMENTS AND ATTACHMENTS

Bids must be submitted in the format described below. Bidder failure to meet the submission requirements may be cause for disqualifying a bid from further consideration.

#### 5.1 Bid Submission Deadline

Bids must be received on or before the bid due date.

#### 7.2 Required Documents

A. General Certification Form which may be found at:

<https://www.sbcourts.org/gi/purchasing/TermsConditions/GeneralCert.pdf>

B. Darfur Certification which may be found at:

<https://www.sbcourts.org/gi/purchasing/TermsConditions/DarfurActCert.pdf>

#### 7.3 Optional Documents *(if applicable)*

A. The Bidder must complete this form only if it wishes to claim the small business preference associated with this solicitation.

<https://www.sbcourts.org/gi/purchasing/TermsConditions/SmallBusinessDeclaration.pdf>

#### 7.4 Cost Proposal

The Bidder must submit:

- A. A detailed line item budget showing the total cost of the proposed services.
- B. A “not to exceed” total for all work and expenses payable under the contract, if awarded.
- C. Price quoted shall include all applicable fees.