| **Functional Requirements & Features Matrix** |
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| **Priority Codes: M = Mandatory, HD = Highly Desirable, D = Desirable, I = Information** |
| **Item** | **Description** | **Priority** |
|  **1. PRODUCT/SYSTEM FEATURES & FUNCTIONALITY** Each offeror shall acknowledge the ability or inability of the product/system to meet the following mandatory or desired/highly desired features/functionality, and a description of how they are accomplished. Please address each item individually. |
| **1.1** | 1. Produce a summary of assessment results to inform treatment referral and other court-related decision-making, including:
2. Scale Score
3. All relevant clinical need/diagnostic assessment information
 | **M**  |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.a.(1).a.(2). |
| **1.2** | 1. Collection of demographic data elements
2. Collection of instrument specific risk and need assessment data elements
 | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.b. |
| **1.3** | 1. Capable of identifying the four quadrants of risk and need for court involved defendants, including:
2. High-Risk/High-Need
3. High-Risk/Low-Need
4. Low-Risk/High-Need
5. Low-Risk/Low-Need
 | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.a.(1).a.(2).a.(3).a.(4). |
| **1.4** | Transmit risk/need assessment results and data to electronic court and problem-solving court management information systems via the Judiciary’s enterprise service bus. The Judiciary’s preferred method is to use RESTful API calls. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **1.5** | Be administered using electronic methods. When administered electronically, the instrument shall be compatible with mobile (tablet/phone) and desktop computer formats. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **1.6** | 1. Be administered using non-electronic methods. It is estimated that less than 5% of all assessments will be administered non-electronically.
2. Application must have the ability to read a non-electronic (paper) assessment that has been scanned into the system by Judiciary staff and calculate risk/need results.
 | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.b. |
| **1.7** | Support up to 100 internal and external users annually.  | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **1.8** | Support up to 1,400 instrument administrations annually. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **1.9** | Ability to respond to annual increases or decreases in the number of users and instrument administrations. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **1.10** | Average time for administration of instrument must be thirty (30) minutes or less.  | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |

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|  **2. OFFEROR QUALIFICATIONS** |
| **2.1** | 1. The Successful Offeror shall have five (5) or more years of experience and knowledge of statistical criminological risk and treatment need assessments, including:
2. The application of dynamic and static risk factors, and
3. Mental health and substance use disorder treatment need assessment.
 | **M** |
| [ ] Fully Meets [ ] Does Not MeetOfferor Response:a.a.(1).a.(2). |
| **2.2** | The Successful Offeror shall have three (3) or more years of experience pertaining to the application of risk/need assessment instruments for referral to adult drug, and veterans’ treatment courts. | **M** |
| [ ] Fully Meets [ ] Does Not MeetOfferor Response: |

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| **3. ENVIRONMENT, INTEGRATIONS, & AVAILABILITY**  |
| **3.1** | The Judiciary highly desires a cloud-hosted product/system. Please confirm whether your system is cloud hosted. | **HD** |
| Offeror Response: |
| **3.2** | If your product/system is cloud-hosted, the system must meet a 99% threshold for uptime and outages. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **3.3** | If your product/system is cloud-hosted, describe your communication process for expected or unexpected outages due to upgrades, scheduled maintenance, and issues. | **I** |
| Offeror Response: |
| **3.4** | If your product/system is cloud-hosted, describe your communication process or approach for planned releases. | **I** |
| Offeror Response: |
| **3.5** | If you do not offer a cloud-hosted product/system or your product/system is a hybrid, what platform does your product/system support? (e.g., Windows, Red Hat Linux, platform agnostic, etc.) | **I** |
| Offeror Response: |
| **3.6** | 1. If the Application/Service requires any on premise components, they must support the following:

Windows Server 2019/2022 or RHEL 8 running as a virtual machine.If the solution requires a backend database, the database will preferably use Microsoft SQL 2019+. Oracle 19C+ is also supported.The application/Service must support running on an OS with malware prevention software.The application/Service will be routinely scanned by vulnerability scanners. The Application/Service must support these scans without causing downtime.The application/Service documentation must contain detailed information regarding ports and protocols that will be used to communicate across the network. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.a.(1).a.(2).a.(3).a.(4).a.(5). |
| **3.7** | Provide a detailed narrative of the system architecture and the software toolset used | **I** |
| Offeror Response: |
| **3.8** | Application must support Chrome or Edge Browser. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **3.9** | The Judiciary requires single sign-on using SAML or ADFS | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **3.10** | If the product/system requires LDAP connectivity to the Judiciary's Active Directory environment, Offerors must use LDAPS. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **3.11** | If the application/Service will be sending email on behalf of the Judiciary, the application must support one of the following:DKIM signatures. JIS will provide a private key to be used by the cloud provider.Authenticated mail relay through the Judiciary's mail provider, Office 365. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.(1).b.(2). |

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| 1. **IMPLEMENTATION**

The successful offeror shall provide technical assistance (combination of onsite, phone, other as needed) to implement the solution and coordinate systems integrations solution. The  |
| **4.1** | Successful Offeror shall implement their solution remotely, coordinating with appropriate Judiciary staff. The proposed solution shall have a **Go Live date not later than September 1, 2022**. Describe your project management process or methodology and provide a sample project plan and timeline (work plan). The Work Plan shall include the overall level-of-effort (i.e., hours) including a breakdown of the hours proposed for each implementation task as itemized on the Attachment E – Bid/Price Proposal Form (e.g., project planning, discovery, testing, etc.) | **I** |
| Offeror Response: |
| **4.2** | Describe the roles and team members that will be deployed during the implementation.  | **I** |
| Offeror Response: |
| **4.3** | Estimate the resources (skill level and time estimates) required by the Judiciary, including expectation and responsibilities. | **I** |
| Offeror Response: |
| **4.4** | Describe how scope creep and sliding deliverables are handled. | **I** |
| Offeror Response: |
| **4.5** | Describe the testing process during implementation. | **I** |
| Offeror Response: |
| **4.6** | Describe your approach to integration with court and problem-solving court management information systems to transmit risk/need assessment results and data via the Judiciary’s enterprise service bus to Judiciary MDEC and/or SMART systems.  | **I** |
| Offeror Response: |

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|  **5. TRAINING & SUPPORT** |
| **5.1** | 1. Describe your approach to technical and functional training for all components of the delivered product.
	1. If the training offered is a “train the trainer” approach, identify the training required for trainers and the recommended number of trainers for a campus environment the size and scope of the Judiciary.
	2. Describe the documentation provided with the proposed system as a standard and whether the documentation is accessible via the Internet.
 | **I** |
| Offeror Response:a.a.(1).a.(2). |
| **5.2** | 1. The Offeror shall provide post-implementation maintenance and support for all portions of the proposed system in order to maintain validation. System upgrades shall be included as part of the annual maintenance agreement, including bug fixes and patched. The offeror shall provide Tier-2 phone support 24/7/365 for Business Office Staff issues. Each offeror shall describe its:
	1. Available levels of post-implementation support and a description of what each level contains.
	2. Process for the logging and resolution of bugs and errors.
	3. Resolution process for customer reported issues, including escalation processes and key personnel.
 | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.a.(1).a.(2).a.(3). |
| **5.3** | Define the availability of custom development services and the process to follow if additional development is needed. | **I** |
| Offeror Response: |

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| 1. **SECURITY**

Information security is a priority for the Judiciary, and we are constantly working to prevent phishing scams, the spread of viruses, fend off hackers, and perform other behind the scenes security tasks. |
| **6.1** | Describe your hosting model(s) and provide details of any sub-contractors involved in providing the hosted service. | **I** |
| Offeror Response: |
| **6.2** | Provide a diagram and/or description of the hosting infrastructure and network architecture, including routers, firewalls, and servers (including their purpose), detailing all application tiers (Web server, application server, database server), how the tiers are separated and, ultimately, how secure connectivity to the Internet is achieved.  | **I** |
| Offeror Response: |
| **6.3** | The Web application and hosting infrastructure must be security tested, at minimum, quarterly including penetration testing. Provide details of when the last assessment took place and how regularly they occur. If applicable, share the results of these security tests with the Judiciary. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **6.4** | 1. If your application is on premise, provide a detailed narrative of your security model.
2. If your application is cloud-hosted submit your latest SOC 2 Type II report or equivalent (e.g., ISO 27001/2 Certification, FedRAMP, etc.)
 | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response:a.b. |

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| **7. DATA PROTECTION, RETENTION, & DISASTER RECOVERY** |
| **7.1** | 1. If you have proposed a cloud product/system, please describe your:
	1. Standard approach to data retention/protection/loss prevention.
	2. Policies and procedures for data protection/loss prevention training for staff and third parties with access to Judiciary data.
	3. Describe encryption methodology for Judiciary data at rest and in transit
	4. Plan for data recovery including:
		1. Methodology;
		2. Frequency and of type(s) back-ups performed.
		3. Offsite storage and retention protocol(s) for back-ups:
		4. Data restoration time capabilities, and
		5. Security protocols for ensuring the integrity and protections of back-up data.
 | **I** |
| Offeror Response:(1).(2).(3).(4).(4.i).(4.ii).(4.iii).(4.iv).(4.v). |
| **7.2** | The Judiciary requires that information/data deleted from the product is also deleted from the product database. Please confirm this functionality. | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **7.3** | In the event of contract termination, the Judiciary must be able to export/retrieve Judiciary data.  | **M** |
| [ ] Fully Meets [ ] Partially Meets [ ] Does Not MeetOfferor Response: |
| **7.4** | The Offeror must describe existing resiliency and disaster strategies employed in the event of an emergency and provide documentation/results of recent disaster exercise(s) | **I** |
| Offeror Response: |