Request for Quotations

Contractor Database
Redesign and Update

Introduction

The United States and Colorado Constitutions provide every accused person with the right to be represented by counsel in criminal prosecutions. U.S. Const., amend. VI; Colo. Const., art. II, §16. This constitutional right has been interpreted to mean that counsel will be provided at state expense for indigent persons in all cases in which incarceration is a possible penalty.

The Office of the Alternate Defense Counsel (OADC) was established pursuant to C.R.S. § 21-2-101, *et. seq.* as an independent governmental Agency of the State of Colorado Judicial Branch. The OADC is funded to provide legal representation for indigent persons in criminal and juvenile delinquency cases where the Office of the State Public Defender (OSPD) has an ethical conflict of interest.

The Office of the Alternate Defense Counsel is mandated by statute to "provide to indigent persons accused of crimes, *legal services that are commensurate with those available to non-indigents,* and conduct the office in accordance with the Colorado Rules of Professional Conduct and with the American Bar Association Standards relating to the administration of criminal justice, the defense function." C.R.S. § 21-2-101(1) (emphasis added).

Application

The OADC is requesting quotations from database designers to create a web-based database to track contractor information and integrate with the agency's other systems. This application will be used by the OADC's internal staff. The Product Requirements Document (PRD) detailing the specification of the system is included in this document.

Evaluation Criteria

The criteria used by the OADC to evaluate developer proposals include, but are not limited to:

- The application's ability to meet OADC's contractor tracking needs and meet all requirements of the PRD.
- Developer's experience and/or familiarity with the OADC's core business or similar businesses.
- Developer's experience and/or familiarity with designing databases.
- Proposed development schedule beginning July 2019. Developer is required to provide a fully functional application accepted by OADC around January 2020 and provide necessary training to OADC staff by March 2020.
- System security (see Business Requirements list for detail).
- Overall cost.
- Ad-hoc reporting tools.
- Whether any elements of the system are proprietary.

Quotations must include the following
- The full cost of developing the application, plus all estimated annual ongoing maintenance and support costs.
- Project timeline.
- How the proposal will address each of the Business Requirements outlined below.
- Attachment A - Business Organization Statement

Questions:
Questions regarding this project must be emailed to shawndell@coloradoadc.com.

Final quotation/proposal:
In order to be considered for a contract to develop the OADC's Contractor Database, one electronic copy (in PDF format) of the proposal/quotation must be emailed to shawndell@coloradoadc.com no later than 11:59 PM Mountain Time on 10/22/2018.

Product Requirements Document (PRD)

Project Overview

The OADC is seeking to contract with a software company to build a web-based application that will collect data from its previous database and other data sources to improve the tracking of contractors and applicants.

The new system will be able to compile contractor information, including contact information, location assignments, case type availabilities, training, and documents into a searchable relational database. This database must have a user-friendly, robust reporting capability and must be able to integrate with the Agency's informational website and billing system.

The new system will be developed with open standards to allow for efficiency in making modifications and integrations in the future.

Business Objectives

1. To have a web-based relational database that allows for easy retrieval and tracking of contractor information, improves the process of providing contractor information to the courts, and integrates with the Agency's billing system and website.

Business Requirements

1. Integrate with the Agency's website to provide real-time contractor information to court personnel.

2. Add and update contractor information about location, availability, and contracts.

3. User interface with reporting capabilities for OADC-authorized users.

4. Create exportable data for third-party products.

5. Sync exportable data with the Agency's billing system and informational website.
6. Maintain and host the application.
7. Develop email marketing platform and provide email server.

8. Maintain security protocols meeting or exceeding industry standards.

9. Individual user account-level access control.

10. Have customer support available.

11. Provide software manual as needed.

Attachment A - Business Organization Statement
Request for Quotations to build Web-based Contractor
Database and Reporting System

Office of the Alternate Defense Counsel
1300 Broadway, Suite 330
Denver, CO 80203

The following information is submitted in response to the Request for Quotations (RFQ) described above. The below named company is voluntarily submitting this offer and acknowledges that it is consistent with the specifications, terms and conditions included in the RFQ

_____
Business (or Individual) Legal Name:

_____
Name and Title of individual authorized to submit responses to RFQ

_____
Mailing Address: City: State: Zip:

_____
Telephone Number: Email:

_____
Business Type, if applicable, include State where incorporated, (i.e., a Colorado Corporation, a Nevada Limited Partnership, a Sole Proprietor, etc.).

_____
If using a fictitious business name ("DBA") state name

Debarment: Have you or your firm ever been debarred from doing business with any government entity? Yes_____No_____

If the answer is "YES," please provide information regarding each debarment by listing on an attached paper the following information; (1) debarring government entity; (2) dates of debarment; and, (3) reason of debarment.

_____   _____
Signature: Title:

_____   _____
Signer's Name: Date: