

Agenda Item #

28

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County Board
Information Technology
Court Administration

STATE OF ILLINOIS)
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COUNTY OF LAKE)

COUNTY BOARD, LAKE COUNTY, ILLINOIS

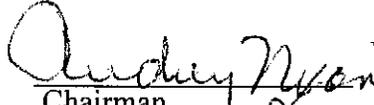
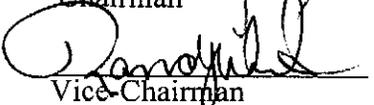
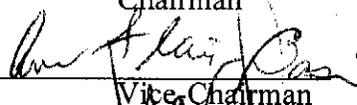
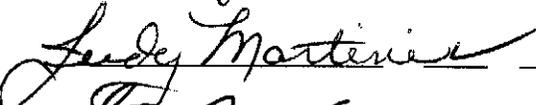
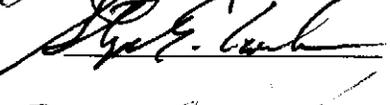
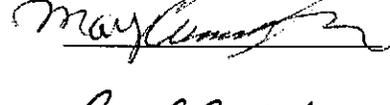
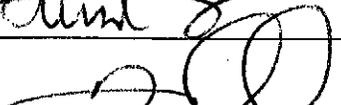
REGULAR SEPTEMBER A.D., 2007 SESSION

SEPTEMBER 11, A.D., 2007

MADAM CHAIRMAN AND MEMBERS OF THE COUNTY BOARD:

Your Law and Judicial Committee and Financial and Administrative Committee present herewith a Joint Resolution authorizing the Purchasing Agent to enter into an agreement with URL Integration, Colorado Springs, CO, to identify and validate functional standards for a new Case Management System for Court Services, Adult and Juvenile Probation in an amount not-to-exceed \$83,422.00 charged to 101-1103160-71150-000-000-000000; and request its adoption

Respectfully submitted,

	Aye	Nay		Aye	Nay
Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chairman	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice-Chairman			Vice-Chairman		
	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Law and Judicial Committee			Financial & Administrative Committee		

RESOLUTION

WHEREAS, the Information and Technology department has a sole source requirement for the purchase of consulting services from URL Integration to identify and validate functional standards for a new Case Management System for Court Services, Adult and Juvenile Probation; and

WHEREAS, there exists a long standing and successful relationship with URL Integration who has provided services for the integration of justice agencies in Lake County; and

WHEREAS, Information Technology recommends the continuation of services by URL Integration; and

WHEREAS, in accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, an ad hoc group previously determined that a sole source, proprietary procurement condition exists for these services.

NOW, THEREFORE, BE IT RESOLVED, by this County Board of Lake County, Illinois, that the Purchasing Agent is hereby authorized to enter into an agreement with URL Integration, Colorado Springs, CO, to identify and validate functional standards for a New Case Management System for the Public Defenders Office in an amount not-to-exceed \$83,422.00 charged to 101-1103160-71150-000-000-00000.

DATED, at WAUKEGAN, LAKE COUNTY, ILLINOIS, on this 11th day of September, A.D., 2007.

Statement of Work Proposal
Probation Requirements Modeling
URL Integration and Lake County, IL
August 10, 2007

Introduction and Background

Lake County, Illinois and URL Integration have worked together closely over the past several years to plan for and begin implementing the County's vision for justice integration. We began working together in 2002 and conducted an analysis of justice exchanges for the adult criminal justice system, the juvenile justice system, and the civil justice system in the County using our Exchange Modeler software. We identified functional requirements for the Lake County Sheriff using our Requirements Modeler software, which they later included in a RFP. URL Integration then assisted them in selecting a software vendor that would most effectively meet their business needs.

Similarly, we documented functional standards for the Public Defender's office, using our Requirements Modeler software and are in the process of working with Lake County to develop a RFP for this case management system.

In summary, URL and Lake County have developed a strong working relationship over the past several years. URL Integration proposes to expand this successful partnership to by assisting Lake County's Probation office in identifying functional standards for a new case management system (CMS).

Work to Be Performed

URL Integration will provide similar services to those it provided to the Lake County Sheriff and Public Defender, in that we will use our Requirements Modeler software to identify, model, and validate functional standards for the Probation CMS. Specific steps include:

1. **Building an Initial Requirements Model.** Using any documentation from the existing Probation case management system, as well as other sources such as generic probation functional standards developed by the National Center for State Courts (NCSC), URL will build a preliminary requirements model prior to the first in-person meeting with these information sources. This approach is consistent with URL Integration's methodology for requirements gathering, and maximizes the participants' time in the in-person meetings.
2. **Validating Information Exchanges.** URL will revisit the probation-related exchanges it documented during its 2002 exchange analysis with Lake County, and update any relevant exchanges based on new information from probation practitioners. URL Integration will use its Exchange Modeler software to make

these updates, and will schedule one three-day meeting to validate and update the exchange analysis with Lake County practitioners.

3. **Conduct In-Person Meetings.** The proposed approach anticipates two three-day meetings with a small group of practitioners from the Probation office and one URL consultant, to validate and update the requirements model. URL Integration's Requirements Modeler software doubles as a facilitation device, and many of the changes or modifications to the model will be captured in the meetings themselves.
4. **Meeting Follow Up, Finalizing Model.** After the first in-person meeting, URL staff will make any larger scale changes off-site and will circulate an updated requirements model prior to the second meeting. We will do likewise after the second meeting and if necessary, will conduct a web-based meeting to finalize the model for the Probation.

As suggested above, URL Integration expects to conduct much of these activities off site, but has budgeted for three trips to Lake County for two people to attend validation and exchange updating meetings (six trips total), where practitioners from the Probation office will identify and corroborate the requirements model.

Cost and Payment Terms

Once a contract is executed between URL Integration and Lake County, URL Integration will develop a detailed project plan and with Lake County staff, will determine project and payment milestones and deliverables. URL Integration will invoice Lake County based on the completion and acceptance of those milestones and deliverables. However, we have established the following costs associated the major task highlighted above:

Task Category	Number of Hours	Rate/Hour	Amount
Building an Initial Requirements Model	140	\$125.00	\$17,500.00
In Person Meetings	200	\$125.00	\$25,000.00
Validating Probation-Related Exchanges	90	\$125.00	\$11,250.00
Meeting Follow Up	160	\$125.00	\$20,000.00
Travel	8 trips	Est. \$1,209/trip	\$9,672.00
TOTAL			\$83,422.00

The work described above will be procured for price not to exceed \$83,422.00. URL Integration will invoice travel based on the costs incurred, including receipts per Lake County policy. URL Integration will invoice Lake County based on the completion and acceptance of milestones and deliverables associated with each task category, which will be determined once this agreement has been executed by both parties.

All invoices will be submitted for services rendered, and correspondence should be prepared and forwarded to Lake County as follows:

Joe Regis
Department of Information Technology
Lake County
18 N. County St.
Waukegan, IL 60085

The offer set forth in this SOW is valid only through September 30, 2007 and in the event this SOW is not executed by such date, the offer is rescinded, and all terms are null and void.