



Fulton County Board of Commissioners
Agenda Item Summary

18-0974

BOC Meeting Date
 12/19/2018

Requesting Agency

Superior Court Administration

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request ratification of emergency procurement - Superior Court, RFP# 18RFP090618A-CJC, Jury Management System in an amount not to exceed \$298,000.00 with Icon Software Corporation (Suwanee, GA) to provide and implement a jury management system ("JMS").

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-385, when the County Manager has approved an emergency procurement, the item shall be forwarded to the Board of Commissioners for ratification.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People are safe

Is this a purchasing item?

Yes

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

On December 5, 2018, the County Manager approved the Emergency Request for the implementation and operation of a Jury Management System to serve the justice system. The Jury Management System is essential in order to summon and require jurors to serve on panels in courtrooms. There would be significant interruption in juror services in January 2019 which will result in delays in the administration of justice and undo cost to taxpayers.

The Superior Court, through the Department of Purchasing & Contract Compliance issued a competitive Request for Proposal 18RFP090618A-CJC, Jury Management System on October 3, 2018. Four proposals were received and evaluated.

This request was approved in order to negate a discontinuity of services and to allow juror selection and service to continue throughout the courts. The selected vendor must begin transition and implementation services prior to the current vendor's cessation of services on December 31, 2018.

This request meets the requirements pursuant to Purchasing Code Section 102-385, Emergency Procurement.

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	Click here to enter text.			
Total M/FBE Values	Click here to enter text.			
Total Prime Value	Click here to enter text.			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
100-450-4503-1117: General Funds, Superior Court, Databases Fees - \$298,000.00				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Exhibit 1: Emergency Procurement Request				
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			
Yolanda L. Lewis, District Court Administrator, 404-612-4518				

Agency Director Approval		County Manager's Approval
Typed Name and Title Felicia Strong-Whitaker, Director	Phone 404-612-5800	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement

Contract Attached: No	Previous Contracts: No		
Solicitation Number: Click here to enter text.	Submitting Agency: Superior Court	Staff Contact: Yolanda L. Lewis	Contact Phone: 404-612-4518

Description: To provide and implement a jury management system.

FINANCIAL SUMMARY

Total Contract Value:		MBE/FBE Participation:	
Original Approved Amount: .		Amount: .	%. .
Previous Adjustments: .		Amount: .	%. .
This Request: \$298,000.00		Amount: \$-0-	0.00%. .
TOTAL: \$298,000.00		Amount: .	%. .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: 100-450-4503-1117	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: Click here to enter text.	End Date: Click here to enter text.
Cost Adjustment: .	Renewal/Extension Terms: Click here to enter text.

ROUTING & APPROVALS

(Do not edit below this line)

X	Originating Department:	Lewis, Yolanda	Date: 11/30/2018
XX	County Attorney:	Ringer, Cheryl Ringer, Cheryl	Date: 12/4/2018 12/10/2018
XX	Purchasing/Contract Compliance:	Strong-Whitaker, Felicia Strong-Whitaker, Felicia	Date: 12/4/2018 12/10/2018
X	Finance/Budget Analyst/Grants Admin:	Wilson, Jacqueline	Date: 11/30/2018
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 12/11/2018



INTEROFFICE MEMORANDUM

DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

18-0974

TO: Board of Commissioners

THROUGH: Sharon L. Whitmore, CFO *SW*

FROM: Felicia Strong-Whitaker, Purchasing Director *FSW*

DATE: December 5, 2018

RE: Emergency Procurement Request

This memorandum serves as notification to the Board of Commissioners that on December 5, 2018, the County Manager approved the attached Emergency Request for the implementation and operation of a Jury Management System to serve the justice system. The Jury Management System is essential in order to summon and require jurors to serve on panels in courtrooms. There would be significant interruption in juror services in January 2019 which will result in delays in the administration of justice and undo cost to taxpayers.

The Superior Court, through the Department of Purchasing & Contract Compliance issued a competitive Request for Proposal 18RFP090618A-CJC, Jury Management System on October 3, 2018. Four proposals were received and evaluated. The recommendation for approval to the recommended proposer, ICON Software Corporation in an amount not to exceed \$298,000.00 was to be presented as an "Add-on" for the December 5, 2018, Regular Board of Commissioners meeting, which was adjourned due to the lack of a quorum.

This request was approved in order to negate a discontinuity of services and to allow juror selection and service to continue throughout the courts. The selected vendor must begin transition and implementation services prior to the current vendor's cessation of services on December 31, 2018.

This request meets the requirements pursuant to Purchasing Code Section 102-385, Emergency Procurement.

This item will be placed on the December 19, 2018 agenda for ratification.

cc: Dick Anderson, County Manager
The Honorable Robert C. McBurney, Chief Judge
Yolanda Lewis, District Court Administrator
Jerolyn Ferrari, Interim County Attorney
Anna Roach, Chief Operating Officer
Alton Adams, Deputy Chief Operating Officer, Public Safety



INTEROFFICE MEMORANDUM

TO: Dick Anderson, County Manager

THROUGH: Felicia Strong-Whitaker, Director
Department of Purchasing & Contract Compliance

FROM: The Honorable Robert C.I. McBurney, Chief Judge
Yolanda L. Lewis, District Court Administrator

DATE: December 4, 2018

RE: Emergency Procurement Request for: Jury
Management System Implementation & Services

Requested Action By Manager: The Superior Court is requesting to initiate a contract through the emergency procurement process, to allow for the implementation and operation of a Jury Management System (JMS) to serve the justice system and all eligible citizens in Fulton County. The current provider will cease providing services at the close of business December 31, 2018.

Discussion: The following information should be provided:

Describe in detail the services/work to be provided: The selected vendor, Icon Software Corporation, will implement a new jury management system ("JMS") in the Jury Services Division of Superior Court, which includes the acquisition, installation, training, and on-going software system maintenance and support for a web-based jury management system. The system will service all courts in the Fulton County Justice System.

Cost of services/work: The cost to implement and operate the system will not exceed \$298,000 for 2019.

Describe the reason/circumstances that led to the emergency: The Court current vendor is removing services and access to the current jury system effective at close of business on December 31, 2018. The current vendor will not provide services or access to the system on a month to month basis.

The Superior Court, through the Fulton County Purchasing and Contract Compliance Department, issued a competitive Request for Proposals (# 18RFP090618A-CJC) on October 3, 2018. The current vendor did not submit a proposal. The selected vendor, Icon Software Corporation is based in the Atlanta area and is able to start preliminary work to expedite the implementation of the new Jury Management System and minimize any interruption in services.

Describe the threat to the public health, welfare or safety: An automated jury management system is required by statute. Title 15 of the Official Code of Georgia Annotated and the Rules of the Supreme Court of Georgia; O.C.G.A. 15-6-61 and is utilized to summon more than 1500 qualified jurors weekly. Qualified jurors are required for all jury trials, criminal and civil as well as Grand Jury service. Fulton County averages twenty-four (24) Jury Trials per week, and 300 jurors per day. Without an interim automated Jury System in place, these trials cannot be staffed with jurors.

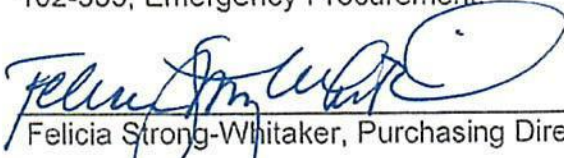
Describe the consequences if the emergency request is not approved: There will be a significant interruption in juror services in January 2019 which will result in delays in the administration of justice and undo cost to taxpayers. The ability to summon and require jurors to serve on panels in courtrooms will be direly affected. This request is made to negate a discontinuity of services and to allow juror selection and service to continue throughout the courts.

The Superior Court is requesting authorization to consult with the selected vendor to allow for evaluation and preparation for the implementation of the jury management system (JMS).

Funding Line: 100-450-4503-1117

Attachments: See page 3

I certify that this request meets the requirements pursuant to Purchasing Code Section 102-385, Emergency Procurement:



Felicia Strong-Whitaker, Purchasing Director

12/5/18
Date

Approved By:


Dick Anderson, County Manager

12/5/18
Date

- cc: Anna Roach, Chief Operating Officer
Sharon Whitmore, Chief Financial Officer
David Summerlin, Deputy Court Administrator, Business Services
Amy von Kelsch, Jury Clerk
Charlie Crockett, Chief Assistant Purchasing Agent