



CITY OF ALBANY, OREGON REQUEST FOR PROPOSALS (RFP)

Municipal Court Management Software **Proposals Due by 2:00 p.m., Friday, September 2, 2016**

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals for Municipal Court Management software, training, and ongoing support and maintenance for the City. The City desires to enter into a professional services agreement with a qualified Contractor to provide the following scope of services in the application.

1. Advanced municipal court management software that provides robust financial, reporting, scheduling, and jury/case management functionality that will integrate with the Laserfiche DMS
2. Public, secure online payments of court fees
3. Interface with Sungard OneSolution RMS
4. Interface with Tyler (Eden) ERP
5. User-friendly and responsive public interface and intuitive, easy-to-use staff interface
6. Application, technical, and administration training
7. Ongoing, 24x7 support and maintenance

The objective of the project is to implement municipal court management software that provides modern case management, complex jury and court scheduling, reporting, and financial management functionality with a public portal for online payments. Overall usability, including robust data management, reporting, and retrieval is critical.

Contract documents are available for review in the Finance Department, City Hall, 333 Broadalbin Street SW, Albany, Oregon, (541) 917-7522; or downloaded from the City of Albany website at <https://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at (541) 917-7522 or Sean Park at (541) 917-7536. All who are known by the City of Albany to have received a complete set of the contract documents will receive notification when additional items are posted. Please call (541) 917-7522 to be added to the Interested Proposer's list.

Proposals shall be filed in sealed envelopes and received at the City of Albany Parks & Recreation counter, not later than 2:00 p.m., Friday, September 2, 2016, addressed to the attention of Diane M. Murzynski, CPPO, Purchasing Coordinator, at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321. On the outside of the envelope, please reference "Request for Proposals for Municipal Court Management Software" along with the name and address of the Proposer. Faxed or electronic (e-mail) responses will not be accepted. Proposals received after the closing date and time will be determined non-responsive and will not be opened or reviewed.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 29TH DAY OF JULY 2016.

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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