



# CITY OF HOUSTON

FINANCE DEPARTMENT  
Strategic Procurement Division

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March 4, 2016

**Subject: Records Archive Solution for the Municipal Courts  
Letter of Clarification No. 1**

**Reference: Request for Proposal (RFP) No. S66-T25693**

**To: All Prospective Proposers**

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Please see the following questions from vendors and the City's responses, which are in blue:

1. What is the format of the underlying documents in this system? Were they created by VisiFLOW? (\*.DMS structure)
  - a. **All of the underlying documents have been converted into .TIFF.**
2. What Vendor converted the previous documents and data that were migrated? (see Introduction: "*In April 2015, the Court implemented a new case management system which converted the majority of the case data from Courtview into the new case management system (CSMART)*")
  - a. **The documents and data were converted by the City of Houston.**
3. Were the documents maintained in their original format, or converted?
  - a. **All images (documents) were converted to .TIFF. The case data has been converted from RUMBA to Courtview.**

4. Section 2. a. i., it states that: “*Ability to create or produce docket sheet(s) for civil cases is a permanent requirement even after case data is destroyed.*” Our interpretation: Once case data is destroyed, no dockets *could* be created against that data. So, it would be our understanding that vendor should pre-create a Docket for any case that is to be destroyed, prior to destruction, so that said Docket could be retrieved later?

- a. **A docket sheet is a report that can be run at will by a user to enter a court event date, time and courtroom and the cases that had an event on that date will display – whether they still exist or were destroyed. Data to be displayed on the report is:**

**Event Type; Citation Number; Xref \_Id; Offense Date; File Date; Officer's Agency; Disposition Result; Case Number; Defendant 's Name; Offense Description; Court Name; Primary Officer 's Payroll number; Case Status; Event Type; Other Parties**  
**A header should display on the report indicating it is a Final Docket for COH MCD.**

**E.G., if a user enters a court event date of 4/15/2006, all cases that had a court event scheduled on that date will display. If any of the cases have been deleted from the database, their case number, court date, court event, event time and court location will display with an indicator that this record has been deleted.**

5. Is attendance at Pre-Proposal Conference only in person, or will dial-in attendance be available?  
a. **Proposers are not required to attend the Pre-Proposal Conference in person. The conference call number is (641) 715-3580, access code 778008.**

Regards,



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