

**CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT**

**ADDENDUM NO. 1 TO RFP NO. 21-0036-6**

**FOR: LICENSING DATA MANAGEMENT SYSTEM FOR CHATHAM COUNTY PROBATE COURT**

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**PLEASE SEE THE FOLLOWING FOR ADDITIONS, CLARIFICATIONS AND/OR CHANGES:**

1. **QUESTION:** Can you please provide the information flow / work flow for the probate cases the system will be responsible for managing (marriage licenses and weapons carry licenses)? We are wanting to understand the entire process including, but not limited to, the following steps: application, application review process, approval/rejection, notifications, payment, license issuance, etc.  
**RESPONSE:** The information required and work flow for both marriage and weapons carry licensing applications are defined by Georgia statutes. The applications are standard forms issued by the State of Georgia.

Marriage license application process requirements are found in O.C.G.A. Section 19-3-1 through 19-3-49. Probate Court is responsible for annual caseload counts to the Judicial Council of Georgia and monthly marriage data to GAVERS (Georgia Department of Public Health) Vital Records. Driver's License data would need to be gathered through scanning from DDS. Essentially, Probate Court requires two citizens to complete the marriage application, provide current IDs, provide documentation about earlier marriages and premarital education, if any. Probate Court intends to receive these applications and supporting documents through the DMS online. After reviewing the application and documents and finding the application complete, staff gives the applicants access to a schedule an appointment. At the appointment on premises, staff administers an oath, gets the parties to sign the application, issues the marriage license, collects payment and provides additional information required by the State and this Court. Upon return of the executed license, staff reviews the license, corresponds with the applicants to correct problems and, when complete, issues a certified copy of the marriage certificate. The Probate Court is also responsible for maintaining marriage histories and providing to the public copies of marriage certificates and applications upon request. All functions should be conducted online with the exception of the final appointment when the oath is administered and license issued.

Weapons Carry License (WCL) application process requirements are found in O.C.G.A. Section 16-11-129. Probate Court is responsible for annual caseload counts to the Judicial Council of Georgia. The licensing process requires interaction (integration) with Police and Sheriff's Press (PASP), Georgia Crime Information

Center (GCIC), and Synergistic Software/ Live Scan Systems. Driver's License data would need to be gathered through scanning from DDS. The process for WCL applications is more complicated because staff must obtain and review criminal background data for each applicant to determine if the applicant is qualified to receive a WCL. Applications should be submitted online or from a public kiosk on premises with driver's license, immigration documents and other supporting documents. Staff reviews each application and corresponds with the applicant to correct errors or omissions. Once the application and supporting documentation is complete, staff allows the applicant access to schedule an appointment. At the appointment on premises, staff administers an oath, gets the applicant to sign the application, takes the applicants picture, scans the applicant's fingerprints, collects payment and provides additional information as required by the State and/or this Court. The license is actually printed by PASP and sent to the applicant. If an applicant is not qualified for a WCL, an order denying the application is sent with notice that a hearing can be requested.

The RFP requires integration with those systems necessary to process both marriage and weapons carry application processes. The RFP requires the DMS (Data Management System) to be configured in compliance with Georgia law and government partners.

2. **QUESTION:** The RFP document states the new system must integrate with existing systems (Police and Sheriff's Press (PASP), Georgia Crime Information Center (GCIC), Synergistic Software / Live Scan System, GAVERS, DDS, etc.). What capabilities does the existing systems provide for integration? For example, do they have existing APIs that are exposed for fetching and submitting data or will direct access via views or reporting databases be provided?

**RESPONSE:** Probate Court would direct these questions to the existing systems. With the exception of DDS, these existing systems manage highly sensitive and confidential data so it is unlikely that they are "exposed for fetching and submitting data." It is our understanding that these existing systems have a partnering process sufficiently stringent to protect the integrity of the data and the security of the systems.

3. **QUESTION:** Can you please identify the current accounting package used by Chatham County? How payments are currently handled and are they integrated into the existing system? How will the new system be expected to integrate with the existing system and payment process and/or will it replace the current system that's in place?

**RESPONSE:** The RFP requires the DMS to include a fully integrated payment solution and financial accounting system. Probate Court of Chatham County currently uses Tyler's Odyssey Financial Manager and Munis.

4. **QUESTION:** Is the expectation that all the functionality described in the RFP document will be native to the solution delivered? Is there an expectation that the new system will leverage 3<sup>rd</sup> party functionality (EX: accounting, payment, etc.) and be architected to be more in line with a Progressive Web Application (PAW)?

**RESPONSE:** The functionality described in the RFP should be native to the solution delivered.

5. **QUESTION:** In the RFP document, section 5.3 Methodology, it states “An enforceable commitment to completion and “go live” within six months”. Can you please clarify the “within six months” requirement? Does this timeline encompass all aspects of the project or is this specific to a certain component of the project?

**RESPONSE:** Probate Court expects the DMS to convert all data and documents currently held in Odyssey Case Manager and Index, complete development, training and “all aspects of the project” and be fully operational for Probate Court staff within six months of contracting.

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**THE RFP DUE DATE HAS BEEN EXTENDED TO:  
5:00PM, MAY 4, 2021**

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**THE BIDDER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES AND MUST ACKNOWLEDGE RECEIPT OF ADDENDUM.**

4/15/21  
DATE

  
MARGARET H. JOYNER, PURCHASING DIRECTOR  
CHATHAM COUNTY, GEORGIA