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Wes Moreno
County Administrator
wjmoreno@myescambia.com

February 9, 2023

To: All Known Prospective Proposers

Addendum 1:

Re: Digital Evidence Management System (informal quote)

All,

Your firm recently received an informal request for quotes for a Digital Evidence Management System. This Addendum 1 provides for clarifications on the pages that follow.

This addendum is furnished to all prospective proposers. Please acknowledge receipt of this addendum by returning a signed copy of this page with your firm's proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Lovingood", is written over a light blue circular stamp.

Jeffrey Lovingood
Purchasing Director
Escambia County Board of County Commissioners

Acknowledgement of Receipt of Addendum:

Signed: _____

Company: _____

JDL

Enc.

- Q1: Do you have an estimate of the number of people who may be using the system simultaneously?
- A1: On a full implementation from the Judicial side the number could be 160 concurrent users, including Judges (20), Magistrates (20), Judicial Assistants (20), and Clerk staff (20), for a total of 80 internal users.
- Since the other side of this will be attorneys or Pro Se litigants there's not really a number we can provide. This solution is viewed as being open to attorneys to submit evidence for Judicial review for trial.
- Q2: What are the "terms and conditions"?
- A2: The complete General Terms and Conditions document can now be downloaded in Vendor Registry.
- Q3: Are there any MBE/WBE requirements?
- A3: No requirements.
- Q4: DEMS Users must be able to show all evidence and play all multimedia directly from the system.
- A4: The solution must handle all media types and present them to the user in a browser without the need for additional plug-ins.
- Q5: The DEMS must be able to index large documents for easy review.
- A5: Unknown as the files can be very large.
- Q6: Uploading of digital photographs must be seamless and must preserve all Exchangeable Image File (ESIF) data. Batch uploads of all digital files, including video, audio, photos, and documents is also a requirement. Newly uploaded files (incoming evidence) must be placed in a separate section pending review and acceptance into evidence.
- A6: No question provided. Nothing to add to this requirement.
- Q7: The DEMS must be able to securely grant time restricted, file restricted, and redacted case access, with user-specific views for juries and witnesses to use the system while appearing remotely.
- A7: The system must allow for redactions as necessary.
- Q8: The DEMS must allow enhancing of file images being displayed when required. The system must include a built-in tool that allows for zooming, cropping, and image stabilization. The DEMS must retain the original file/image of any image that is altered for enhancement purposes.
- A8: No question provided. Nothing to add to this requirement.
- Q9: The DEMS must provide tools for redacting digital images, video, and audio files.
- A9: No question provided. Nothing to add to this requirement.
- Q10: The DEMS must have evidence exhibit marking and indexing.
- A10: Exhibits must be marked with individual identifiers if they are accepted by the court for the court file.



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- Q11: The DEMS must have tools for note taking. The notes must have sharing levels to allow them to be private or shared with specific user groups.
- A11: No question provided. Nothing to add to this requirement.
- Q12: The DEMS must maintain historical tracking of all DE.
- A12: Yes
- Q13: The DEMS must be able to encrypt evidence with standard 256-bit encryption.
- A13: Encryption must be available for both at-rest and in-transit.
- Q14: The DEMS must virus scan all uploaded DE.
- A14: No question provided. Nothing to add to this requirement.
- Q15: The DEMS must allow for the creation of folders and sub-folders to allow for easier management of DE.
- A15: The folder structure should allow for multiple file types within a folder.
- Q16: The DEMS must be able to send automated emails and texts notifications to users of the system telling them when and how to upload DE. The notification must include a link for uploading and a passcode for access.
- A16: The system must provide for an invitation to be sent to an individual via email or text message with a link allowing that individual one-time access to upload digital evidence.
- Q17: The system must be fully installed, training completed, and fully operational by May 1, 2023.
- A17: No question provided. Nothing to add to this requirement.
- Q18: The DEMS must have OCR capabilities and the ability to search by report number, date, address, agency, owner, wildcards, and persons involved across the entire database. The search results must also include any information in handwriting.
- A19: We understand that OCR may not be able to interpret 100% of handwritten documents. If the handwriting is clear those documents should be included in the OCR process for searching.
- Q20: Please confirm if vendors are to submit the proposal via Vendor Registry or the email address provided for questions.
- A20: Proposals must be submitted via Vendor Registry. Proposals submitted via email are considered non-responsive and will not be reviewed.
- Q21: How much back file of existing digital content, if any, (in terabytes) will the customer require to be immediately available on the DEM cloud hosted solution?
- A21: This is a new process for Escambia County, so there are currently no back files.
- Q22: What is the annual estimate of digital content, in Terabytes, that will be stored on the DEM cloud platform?
- A22: Number 16 in the scope provides for unlimited storage. We estimate that 5TB would be needed annually, but, again, this is a new system, and we are requiring unlimited data storage.



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- Q23: What is the retention period of any digital case files on the cloud platform?
- A23: Five years from the conclusion of the case.
- Q25: In terms of the response format, is it acceptable to provide “yes” or “no” answers to each enumerated item, with an explanation included under each number?
- A25: A “yes” or “no” response with an explanation under each is welcomed.
- Q26: What case management system (CMS) does the court use?
- A26: aiSmartBench from Mentis Technologies.
- Q27: Does the court want to have the Digital Evidence Management System (DMS) to have the ability to be fully integrated with the CMS?
- A27: Not for the initial rollout.
- Q28: Does the court want evidence uploaded into the DEMS to be imported automatically into the case file within the CMS?
- A28: No.
- Q29: Does the court want all reports and records relating to purging to be generated automatically based on the court’s rules and orders?
- A29: Yes.
- Q30: Will evidence uploaded into the DEMS be used for in person hearings and/or trials as well as during virtual hearings?
- A30: Yes, both types of hearing will be utilized.
- Q31: Does the court maintain one docket for both in-person and virtual hearings?
- A31: Yes.
- Q32: Are dates for in-person and virtual hearings being scheduled now in the CMS?
- A32: Yes
- Q33: Does the courts CMS generate all docketing information and related dates for cases including hearings?
- A33: Our CMS integrates with the Clerk’s Case Maintenance System, and we retrieve all docket information through an integration with their system.
- Q34: Will the CMS or DEMS generate notices for in person and virtual hearings?
- A34: Notices for hearings are generally done by the attorneys. If the Court generates notices, it is done in our CMS.
- Q35: Does the court currently use Zoom or Teams to hold virtual hearings?
- A35: Zoom.
- Q36: Does the court currently integrate virtual hearings into the CMS?
- A36: They can be integrated into our CMS.



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