

Title	Community Corrections Automated Case Management Procurement Guide with Bid Specifications
Sponsoring Organization(s)	American Probation and Parole Association (APPA)
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Synopsis	<p>This guide has a fairly narrow focus and is designed for community corrections agencies that are looking to update or procure a case management system (CMS). This article acknowledges that there is little guidance for probation and parole agencies about what constitutes a state of the art technical solution for a case management system.</p> <p>The articles focuses on preparing agencies for change, assessing their current technology environments, and considering how any proposed changes would align with agency goals and mission. Considerable attention is paid to the decision that agencies must make in deciding whether to build, buy, or buy and customize a system.</p> <p>Chapter III of the article discusses the steps and tips to take prior to pulling together an RFP. These steps are built around identifying project scope, budget, timelines, and risks. The article advocates that agencies should</p> <ol style="list-style-type: none">1. Consider procurement strategies outside of the traditional RFP,2. Try to think like a service provider,3. Limit and phase the project scope,4. Understand longer RFP's are not necessarily better,5. Determine what resources can be provided by the agency that will assist (e.g., trainers),6. Use technology to reduce costs during the RFP process (e.g., video conference meetings),7. Provide adequate time for service providers to respond to the RFP,8. Position the project so that it sets the agency up for future success,9. Use current technology standards10. Allow for flexibility in the RFP by allowing for "or greater" in software and application requests. <p>The document provides a rudimentary overview of information sharing standards and technology. It is important to note that this provides a high-level overview, it does not gave detailed recommendations for how these standards should be interwoven into the process.</p> <p>Finally this document provides a detailed RFP template that agencies could leverage to develop a CMS solicitation. This RFP provides sample cover letters, RFP introductory information, proposal instructions and conditions, proposal format,</p>

Procurement Resource Abstract



	proposal requirement, function requirements, contract terms, and cost proposal templates.
Topic Areas	Procurement Planning
Web Reference	http://www.appa-net.org/eweb/docs/APPA/pubs/Procurement-Guide.pdf