



STATE OF ALABAMA

Board of Pardons and Paroles

301 South Ripley Street, Building D
Attention: Theresa Shown
Montgomery, AL 36130
Email: RFI@paroles.alabama.gov



KAY IVEY
Governor

Automated Docket System

REQUEST FOR INFORMATION

RFI Description

The purpose of this Request for Information (“RFI”) from the STATE OF ALABAMA BOARD OF PARDONS AND PAROLES, (hereinafter “the Board”) is to solicit information regarding Vendors’ solutions and capabilities to consolidate two (2) systems currently in use: a web-based Case Management System called OASIS (Offender Automated Supervision Investigation System) and a mainframe-based system for supervision and docketing.

The Board requests information regarding solutions to modernize its current methods and transition into an electronic platform that contains complete and accurate information on parole eligibility and related data. Vendors responding to this RFI should address all items specified in the Board Requirements section below.

Background

The Alabama Board of Pardons and Paroles is a state agency with a Central Office in Montgomery, Alabama, and approximately (75) seventy-five field offices located throughout the state.

Its Board Operations Division is housed in the Central Office with roughly (80) eighty employees responsible for entering and retrieving data to create assignments for the field offices and for preparing file materials for the Board’s review in consideration of pardons, paroles, and remissions.

The Board Operations division is responsible for determining the date in which an inmate in the custody of the AL Department of Corrections is eligible to be considered for parole. It is estimated that currently, the Department of Corrections houses around 26,000 inmates. Each day, Board Operations receives and processes timesheets from the Department of Corrections that range from 300-500 pages in volume. The number of files that the Board generates from information received can exceed 300 files per week.

After the information is compiled and processed, it is presented to the Board for review and consideration. This consists of a high volume of files, file material, and documentation that must be available to the Board as it deliberates whether to grant or deny paroles, pardons, and remissions.



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The following illustrates a typical workflow for the Board's current docketing processes:

- Once an offender is placed in the custody of the Department of Corrections, he/she is assigned an identification number (AIS Number) and a timesheet is generated for the Board.
- If the inmate has an existing file, it is re-opened, and the new information is added. If he/she does not have an existing file, one is created for that inmate.
- A parole-eligibility date (the earlier date that the inmate can be considered for parole) is manually calculated based on the Board rules.
- Manual calculations are also done to determine when an inmate will serve 1/3 or 10 years (whichever is less) of his/her sentence for violent offenses.
- Additional information that must be in the file for the Board's review is compiled. This includes reports, personal/social history, criminal history, details of the offense, assessment of his/her adjustment during the sentence, the measurement of the offender's risk to re-offend, home and job plans, and proof of proper notifications to officials, victims, and interested parties. This information is disseminated to the field offices by the Board Operations staff.
- The file is taken to the Board for its review and action.

Board Requirements

The Board anticipates that the following essential steps be taken:

- Develop software and database to automate the calculation of parole-eligibility dates and related information;
- Develop software to automate the transfer of required documents between the field offices and the Board Operations staff.
- Provide an electronic signature component to record Board members' votes;
- Scan/convert a substantial volume of paper records into digital files with the capability to automatically populate fields;
- Support extremely large volumes of information and account for projected growth;
- Interface with the OASIS database and other relevant agencies systems – e.g. Administrative Office of Courts, Department of Corrections, and Alabama Law Enforcement Agency's statewide automated victim notification system;
- Convert paper forms to electronic forms/reports to integrate with OASIS;
- Notify victims and stakeholders of upcoming parole-eligibility dates;
- Generate numerous notifications and reports;
- Maintain reference data that drives calculation rules and other business functionalities;



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- Comply with OIT security standards.

Note: OASIS was created with dashboards, web pages, and forms designed using C# and SQL Server Reporting Services (SSRS). Also using TFS, CSS, IIS, JavaScript, jQuery/Bootstrap and .Net Framework. We are a Microsoft shop including Word, Excel, Outlook, PowerPoint, Access and Visual Studio development tools.

The solution should be user-friendly and provide electronic interfaces for Board members and staff. Interfaces will be required with other systems, including mainframe, web-based and websites. Replacement of the Board's web-based investigation system and the mainframe-based system for supervision and docketing is of utmost priority.

Information Requirements

Responding vendors should provide information on the following:

- Vendors' approach to automation, integration, and capabilities of their solution.
- Current and/or historical references available on a similar solution that has proven successful is preferable.

Response Format and Instructions

Responses must not exceed **thirty (30) pages**. The use of elaborate presentations and materials is not necessary.

Interested vendors are requested to respond to this RFI by e-mail to RFI@paroles.alabama.gov. Respondents are required to enter **RFI Submission** in the Subject line. The respondent may add attachments and links to the email.

Timeframe

Please respond by Tuesday, July 25th, 2019.

Notification of any adjustment to the timeframe shall be posted on the Department's website at www.pardons.alabama.gov. Vendors should refer to the website periodically for changes to the RFI.

Questions

Questions regarding this announcement shall be submitted in writing by e-mail to RFI@paroles.alabama.gov. Verbal questions will NOT be accepted.



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THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Bids (RFB) or a promise to issue an RFB in the future. This request for information does not commit the Board to contract for any supply or service whatsoever. Further, the Board is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the Board will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFB, if any is issued. If a solicitation is released, it will be synopsisized on the [STAARS Vendor Page](#). It is the responsibility of the potential offerors to monitor this site for additional information pertaining to this requirement.