

State of Connecticut
Department of Correction Offender Management System
RFI #08ITZ0091

AMENDMENT # 1

provides the following:

- Provides the Vendor Questions and Answers document
- Corrects a typo in RFI section 4.1.1

Note: A signature line has been included below. A copy of this page signed in ink is required with the Proposal to show that vendors have received this Amendment.

VENDOR'S SIGNATURE ACKNOWLEDGING RECEIPT

(This page should be signed and returned WITH PROPOSAL. If vendor fails to submit signed Amendment, vendor will still be responsible for adhering to its content)

APPROVED:_____

JACQUELINE SHIRLEY
DIRECTOR
IT CONTRACTS AND PURCHASING DIVISION

Vendor Questions and Answers
RFI #08ITZ0091
Department of Correction Offender Management System
Amendment #1

1. **Q. For this RFI vendors have been asked to develop their response in Microsoft Office compatible application tools. At minimum, the following versions are acceptable: MS Word 1997, MS Excel 1997, MS PowerPoint 1997, and MS Project 1997. This pdf file (and therefore the response) is formatted heavily with tables which don't convert well to Word. Could the CT DOC provide vendors a Word version of this RFI?**

A. Upon request to CT DOC, an MS Word 97 version of the RFI document will be e-mailed out.
2. **Q. Does the CT DOC want to receive vendor responses in electronic format only?**

A. CT DOC would strongly prefer receiving all responses in electronic format. However, some documents (such as brochures, literature etc.) that may only be available in paper will be accepted in paper format.
3. **Q. The RFI states that emailed responses are not acceptable but it's unclear if CT DOC wants vendors to submit a hard copy?**

A. Responses are requested on a CD or Flash drive and should be sent in a single package via regular mail (USPS or any private carrier).
4. **Q. For a number of the RFI requirements, vendors are being asked to provide a detailed understanding of all instances where their typical business process flow sequence does not match the following chart for CTDOC? However - no chart is included. How should vendors address this requirement?**

A. The term “chart” in such questions refers to the table outlining the high-level requirements for each process group. These requirements have been listed in the general order of the flow of events hence representing a flowchart.
5. **Q. How and when will vendors receive responses to questions?**

A. Answers to all questions received from vendors prior to the deadline as outlined in the RFI document will be posted to the State Contracting Portal as an Amendment to the RFI.
6. **Q. To be able to provide the appropriate information in the Hardware Minimum and Recommended Specifications, could ct doc confirm the projected TOTAL number of users of the OMS as well as the projected CONCURRENT number of users for the Offender Management System?**

A. CT DOC currently has over 7000 employees agency wide. Eventually, CT DOC would want the system to handle all CT DOC employees including planning for growth. Additionally, CT DOC has approximately 3000+ users outside the Agency such as State Police, Municipal Police, Judicial, Probation, Public Defenders etc. that actively access our system. Future, limited use is also planned for inmates for purposes such as commissary, inmate trust fund, job search, court date lookup etc. Concurrent usage can vary between 3000 and 3500 users.
7. **Q. Would it be possible to receive a copy of the RFI requirements, or the entire RFI document, in MS Word format?**

A. Please see answer to question 1.

8. Q. **Per Section 4.1 of the RFI, vendors are asked to provide CT DOC with an electronic response to the RFI via CD-ROM or flash drive. Does CT DOC also want vendors to provide a signed hard copy of their response as well? And if so, how many copies of the response would CT DOC require?**
- A. Signed paper responses are not required. Hence no copies.
9. Q. **Please provide in detail the data conversion requirements. It would be helpful to know the following:
Number of files to be converted, What type(s) are each of the files, Number of records in each, Record Layouts for each**
- A. Data conversion/migration will involve multiple systems with diverse data structures/platforms such as Mainframe (VSAM, flat files), Oracle, MS Access and others. At this time CT DOC is not prepared to provide details on number of files or number of records.
10. Q. **Can the CT DOC identify how each of the requirements identified within the RFI are provided within Connecticut today (manual, automated, and if automated then by what solution), and what would be the priority order of CT DOC replacing each of the existing solutions? To respond to the RFI in providing the State with a proposed implementation strategy on what manner to phase in the solution (to enable the State to take phases approach based on funding availability), it would be best to base the proposed phasing on State of Connecticut needs along with industry best practices.**
- A. Currently most requirements are met with a blend of automated and manual processes. Automation is spread across multiple systems (homegrown and vendor bought). In future, CT DOC is looking to perform all requirements in an automated fashion hopefully using a single enterprise wide system. Priority for phasing out/retiring existing systems and going online with new system has not yet been developed and will be in part based on the selected solution/product.



DEPARTMENT OF CORRECTION

**OFFENDER MANAGEMENT SYSTEM (OMS)
REQUEST FOR INFORMATION (RFI)**

**STATE OF CONNECTICUT
RFI #08ITZ0091**

OCTOBER 1, 2008

Table of Contents

| | | |
|--------|--|----|
| 1 | General Information..... | 4 |
| 1.1 | RFI Goals | 4 |
| 1.2 | RFI Administrative Information | 4 |
| 1.3 | RFI Schedule of Events | 5 |
| | FREEDOM OF INFORMATION ACT | 5 |
| 2 | General CTDOC Background..... | 6 |
| 2.1 | CTDOC Mission | 6 |
| 2.2 | CTDOC Strategy and Vision | 6 |
| 2.3 | CTDOC Organizational Structure..... | 7 |
| 2.4 | CTDOC Technical Infrastructure | 8 |
| 2.4.1 | Servers | 8 |
| 2.4.2 | Workstations..... | 8 |
| 2.4.3 | Directory of Users..... | 8 |
| 2.4.4 | Network | 9 |
| 2.4.5 | Internet Services:..... | 9 |
| 2.4.6 | Software: | 9 |
| 2.4.7 | DBMS: | 9 |
| 2.4.8 | Security:..... | 9 |
| 2.4.9 | Data Storage: | 10 |
| 2.4.10 | Application(s):..... | 10 |
| 2.4.11 | Mainframe:..... | 10 |
| 3 | OMS Project General Information..... | 11 |
| 3.1 | OMS Project Description and Scope | 11 |
| 3.1.1 | Phase 1 – Business Process Analysis and Future State Requirements (FSR) a.k.a. Business Requirements Phase..... | 11 |
| 3.1.2 | Phase 2 – Formal Procurement..... | 12 |
| 3.1.3 | Phase 3 – Design, Construction, Testing and Implementation..... | 12 |
| 3.2 | OMS Project Opportunity Statement | 13 |
| 4 | RFI Response Requirements..... | 14 |
| 4.1 | Administrative Instructions and Requirements..... | 14 |
| 4.1.1 | Response Delivery | 14 |
| 4.2 | Company Background and Experience..... | 14 |
| 4.2.1 | Corrections Management Solutions Experience | 15 |
| 4.3 | Solution History | 16 |
| 4.4 | Solution Technical Specifications..... | 16 |
| 4.4.1 | Solution Product Technologies..... | 16 |
| 4.4.2 | Server Hardware Minimum Specifications..... | 17 |
| 4.4.3 | Server Hardware Recommended Specifications..... | 17 |
| 4.4.4 | Client Hardware Minimum Specifications | 17 |
| 4.4.5 | Client Hardware Recommended Specifications | 17 |
| 4.5 | CTDOC Business Processes and Functional Requirements | 17 |
| 4.5.1 | Intake..... | 20 |
| 4.5.2 | Classification and Assessment..... | 23 |
| 4.5.3 | Programs and Activities..... | 25 |
| 4.5.4 | Sentencing and Calculation..... | 27 |
| 4.5.5 | Movements and Transfers..... | 30 |
| 4.5.6 | Violation (Incarceration DRs and Informal DRs only) | 33 |

| | | |
|--------|--|----|
| 4.5.7 | Grievance/Complaints | 34 |
| 4.5.8 | Warrants and Detainers..... | 35 |
| 4.5.9 | Offender Associations / Intelligence | 37 |
| 4.5.10 | Property | 40 |
| 4.5.11 | Visitation | 42 |
| 4.5.12 | Offender Communications..... | 45 |
| 4.5.13 | Education..... | 46 |
| 4.5.14 | Inmate Banking / Restitution..... | 48 |
| 4.5.15 | Commissary Sales and Inventory | 54 |
| 4.5.16 | Pre-Release Processing | 59 |
| 4.5.17 | Parole Hearings..... | 60 |
| 4.5.18 | Community Supervision..... | 65 |
| 4.5.19 | Substance Abuse (or Addiction Services) | 67 |
| 4.5.20 | Health Care Support Services | 69 |
| 4.5.21 | Administrative Functions | 71 |
| 4.5.22 | General Functional Requirements..... | 72 |
| 4.6 | Project Costs | 81 |
| 4.6.1 | One-Time Software and Implementation Costs by Project Cost Element ... | 81 |
| 4.6.2 | One-Time Software and Implementation Costs by Process Group | 81 |
| 4.6.3 | Annual Recurring Maintenance and Operations Costs | 82 |
| 4.7 | Suggested Project Implementation Approach and Best Practices | 82 |
| 4.8 | Level of State Participation Required By Project Phase..... | 83 |
| 4.9 | Largest Risks and Issues to Overcome | 83 |
| 4.10 | Project References | 84 |
| 5 | Glossary | 87 |

1 General Information

The Connecticut Department of Correction (CTDOC), Offender Management System (OMS), software replacement project is requesting information and project cost estimates from Commercial-Off-The-Shelf (COTS) solution providers for the functionality defined in the attached Request for Information (RFI). The functionality being addressed in this document includes jail management software, prison/corrections case management software, Pardons and Paroles management software and field supervision software. Providers possessing software modules with above functions are encouraged to participate in this RFI.

1.1 RFI Goals

The goals of this RFI are for CTDOC to solicit a detailed understanding of:

- The market leading solutions currently available for automation of youth and adult correctional business processes related to institutions (Jails and Prisons), pardons/parole and field supervision;
- The viability of those available solutions in meeting the specific business requirements of CTDOC and BoPP;
- The approximate sizing of the software automation effort in terms of project cost and duration; and
- The valuable lessons learned by vendors from their implementation of projects of similar size, scope, and complexity.

1.2 RFI Administrative Information

The RFI response request is detailed in Section 4: RFI Response Requirements of this document. Vendors are encouraged to submit a written response in accordance with the format established within this document. While it is recognized that information may not be readily available in the format requested, every effort to stay within the boundaries of this document is much appreciated. Vendors may submit additional information beyond the scope of the established format if the vendor feels that such information would be pertinent to CTDOC.

Each vendor participating in this process must establish a single-point-of-contact to ensure inclusion in communication of information regarding the RFI document, RFI schedule, answers to questions regarding the RFI, or other information deemed necessary. To establish the single point of contact, the name of the individual as well as pertinent contact information should be sent to Sumit Sajnani, the CTDOC point of contact, at: Sumit.Sajnani@po.state.ct.us.

While all viable solution vendors are encouraged to respond, vendors are not required to participate in the OMS RFI process in order to participate in the formal procurement. Vendors will not be compensated for costs associated with responding to this RFI, and no formal decision or contract award will result from completion of this process.

1.3 RFI Schedule of Events

| # | Key Milestone | Date |
|----------|---|-----------------------------------|
| 1 | Release of Request For Information (RFI) | October 1, 2008 |
| 2 | Timeframe for vendors to submit Question and Clarifications | October 1, 2008 – October 24 2008 |
| 3 | Vendor Delivery of RFI Responses | November 17, 2008 (5:00 PM EST) |

FREEDOM OF INFORMATION ACT

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting therefrom. It will not be sufficient for vendors to merely state in general terms that the proposal is proprietary in nature and, therefore, not subject to release to third parties. Any proposal that makes such a general or overarching claim may be subject to disqualification. **Those particular sentences, paragraphs, pages or sections which a vendor believes to be exempt from disclosure under the Act must be specifically identified as such.**

2 General CTDOC Background

CTDOC is one of only six state correctional agencies in the country with a combined system of pre-trial jails for accused offenders and prisons for sentenced inmates.

CTDOC is the largest department in the State of Connecticut with operations throughout the state and an annual operating budget of nearly \$650 million. The department employs over 7,000 employees in its supervision of approximately 19,000 incarcerated offenders and 5,000 community-supervised offenders (not including probation). The department's responsibilities extend beyond the incarceration of offenders; it encompasses their physical and mental health needs as well as housing, employment and educational programs to enhance the offenders' re-integration into society.

The offender/case management consists of some of the following areas: Classification and Assessments, Programs and Services, Sentencing and Calculation, Movements and Transfers, Violations, Property, Re-entry Service, and Health Services. The Health Services module consists of Medical/Dental Services, Mental Health Services, and Substance Abuse Services and adopts standards for quality and scope of services within a custodial environment. Additional information about CTDOC can be found at our web site, including organizational descriptions and charts, <http://www.ct.gov/doc/site/default.asp>.

2.1 CTDOC Mission

"The Department of Correction shall protect the public, protect staff, and provide safe, secure and humane supervision of offenders with opportunities that support successful community reintegration."

2.2 CTDOC Strategy and Vision

The CTDOC is strategically focused on the following:

- Increased collaboration with other state agencies and the community
- Identifying, monitoring and tracking results-based measures / Key process Indicators (KPI) and successfully utilizing them for business decision making
- Inmate reentry including planning, programming and oversight

CTDOC seeks to achieve these strategic goals through people development, process standardization and automation.

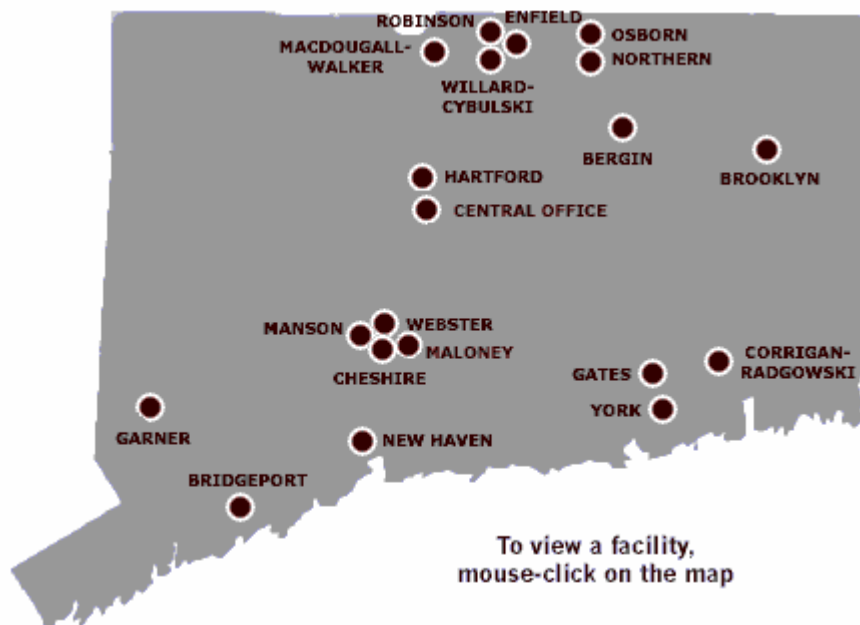
2.3 CTDOC Organizational Structure

The CTDOC operations are located throughout the state of Connecticut at various locations.

- 18 state jails and prison facilities ranging from minimum to maximum security and encompassing a variety of program functions. This includes 16 adult male facilities, 1 adult and youth female facility and 1 youthful male offender facility. At the CTDOC, the jails are referred to as correctional centers (CC) and the prisons are referred to as sentenced correctional institutions (CI).
- 5 Parole Offices located throughout Connecticut (by region).
- One Central Office located in Wethersfield, Connecticut.
- One Training Academy located in Cheshire, Connecticut.
- Board of Pardons and Paroles (BoPP) located in Waterbury, Connecticut.

The following map depicts the locations of the correctional facilities, which may also be viewed at:

<http://www.ct.gov/doc/cwp/view.asp?a=1502&Q=265422&docNav=|>



2.4 CTDOC Technical Infrastructure

Information Systems: The CTDOC has a long history in using computers and information systems to support its business operations and responsibilities. The Department's Office of Management Information Systems (MIS), located at the Central office, assumes major responsibility for CTDOC centralized information systems, as well as responsibility for maintaining a statewide multi-protocol wide-area network (WAN), and other statewide challenges including the establishment of hardware standards. DOC has a Data Center located at Central Office as well as a Data Center located at the Department of Information Technology (DOIT).

2.4.1 Servers

There are over 100 DOC production servers and they are all Intel based. CTDOC runs approximately 54 Novell NetWare 6.5 servers in a distributed environment for user authentication, file and print services, e-mail, workstation management, internet access, and network services. Approximately 25 SuSE Linux ES and 23 Windows 2003 servers are also used for Oracle Application Servers and Oracle Databases, Lotus Notes, network applications, network support, backup services, work station management, internet monitoring, security, and other network services.

DOC utilizes VMWARE ESX where appropriate in production and development. There are an additional 84 virtual machines in the DOC development cluster.

The current operating system environment includes servers running Novell Netware with eDirectory, SUSE Linux ES, and Microsoft Windows. All centralized user access is based on Novell eDirectory with LDAP enabled. The DOC prefers to use SUSE Linux ES as the operating system, where it is appropriate.

2.4.2 Workstations

CTDOC has approximately 3,500 Windows XP workstations and 385 notebook PC's running Windows XP and Windows 2000.

2.4.3 Directory of Users

The DOC uses Novell eDirectory including LDAP as its primary user directory. User authentication and authorization is managed through eDirectory.

2.4.4 Network

Wide Area Network (WAN) is connected to 31 locations in a semi-hierarchical partial mesh. Each edge location has a connection to a primary and a secondary data center within DOC. Those Data Centers each have multiple OC3 circuits, redundant routers and redundant connections to the State Data Center located at Department of Information Technology (DOIT). Connection speeds are a minimum of a full T1 and 7 locations have OC-3 connectivity with a minimum of 10MB/s connectivity to each of the DOC Data Centers. Currently the capacities of the WAN connections are at or close to 100% utilization. Any new application will have to provide recommendations for their bandwidth requirements beyond the current utilization.

The local area networks are typically 1GB/s to the desktop. There are some locations that have 100MB/s to the desktop and there are a few that have 10MB/s to the desktops. The 10MB/s and 100MB/s locations are planned to upgrade to 1GB/s.

2.4.5 Internet Services:

Internet Access including Internet mail is tightly controlled on the DOC network. Internet access is prohibited on all databases, most back-end servers and most application servers. All Internet access goes through proxy servers at the DOC.

2.4.6 Software:

Desktop Productivity Software: DOC is currently upgrading to Microsoft Office 2007. Our current email is Novell GroupWise. We are anticipating migrating to Microsoft Exchange in the future. The current browser used is Internet Explorer 6.0.

2.4.7 DBMS:

DOC is currently using N-Tier High Availability Oracle Databases. There are 3 Oracle environments at the DOC. There is a staging environment, which is shared among all applications, and also a production environment shared among all applications. The staging environment is a duplicate of the production environment. Both of these environments are extensible and run Oracle RAC. DOC utilizes Oracle RMAN for backups. A separate development environment is in place for each application.

2.4.8 Security:

The DOC network is a closed network not normally accessible by other agencies on the statewide network.

2.4.9 Data Storage:

The DOC uses 4 GB/s EMC Clariion CX3 storage area network (SAN) with Cisco SAN directors. EMC Clariion Disk Library is used as part of the data backup system. Data is eventually backed up to LTO3 tape storage. We will need estimates on storage requirements for each Database environment.

2.4.10 Application(s):

Mainframe:

Offender Based Information System
Board of Parole Information System

Other Platforms:

Sentence and Time Calculation (Oracle – Java browser Based)
Commissary and Trust Fund, Inmate Payroll (Oracle Form based running on application server accessed through a browser)
Case Notes (Lotus Notes)
CAPI (Access and Visual Basic)
Inmate Info Query System (Access)
Other Microsoft Access Systems

2.4.11 Mainframe: Programming Languages

Enterprise COBOL for z/OS v3r4M1
Assembler
Telon v5
Easytrex/Plus 6.4
SAS 9.1.3
Focus

Operating System

z/OS 1.7

Software and Utilities IBM

CICS 2.3
MQSeries v6
DB2 v8.1
IMS v8.1
Linux 10 SP1
JCL

Computer Associates

CA-Spool r11 v67
JCLCheck r7.1 SP2
DADS r4.0 SP2

| | |
|------------------|----------------------|
| | Filesave r4.0 |
| | MIM 11.5 |
| | OPS 11.5 |
| | RCMVS 2.3 |
| | CA-1 11.5 |
| | Panvalet 14.5 |
| | ESP 5.4 |
| | CA-Dispatch 6 |
| | ACF2 9 sp1 |
| Compuware | |
| | Fileaid DB2 6 |
| | Fileaid IMS 7.2 |
| | Fileaid MVS 9 |
| | Abendaidd/MVS 10.2 |
| | Abendaidd/CICS 5.2.1 |
| | Xpediter/TSO |
| | Xpediter/CICS |

3 OMS Project General Information

3.1 OMS Project Description and Scope

CTDOC is reviewing options for modernizing its current offender management systems. Included in this review is the replacement of current systems with a COTS offender management solution.

This option would include standardization and automation of its statewide correctional business processes related to all CTDOC institutions, BoPP and field supervision. It also includes the ability to interface/share data with other state and federal agencies. This request for information includes all related software, hardware, data/content migration/centralization and infrastructure improvements necessary to meet the business needs and requirements of CTDOC.

3.1.1 Phase 1 – Business Process Analysis and Future State Requirements (FSR) a.k.a. Business Requirements Phase

The OMS Project is currently executing Phase 1. This phase includes creating an overall vision, Business Processes Management (BPM), documenting high level requirements, developing roadmap alternatives, understanding COTS market place, planning procurement approach and selecting the optimum strategy for implementation of OMS. Phase 1 will formulate the basis by which to obtain approval from the State's control agencies for implementation of an OMS solution in accordance with the selected strategy.

3.1.2 Phase 2 – Formal Procurement

This phase would include a formal competitive procurement consisting of the selection of a business partner and associated contract(s) for the OMS project. A Request for Proposal (RFP) would be released in 2009.

3.1.3 Phase 3 – Design, Construction, Testing and Implementation

Phase 3 of the OMS Project would be the implementation of a single enterprise-wide offender database and a suite of integrated application modules that provide automation of offender management business processes in the areas of institutions and field supervision operations for the state-wide correctional populations. Phase 3 would begin in 2010.

3.2 OMS Project Opportunity Statement

This section describes some of the business opportunities that exist within CTDOC that the OMS proposed solution would address better supporting the Department's vision and strategic goals.

- **Maximizing the efficiency of our Business Processes** – Several processes need streamlining and in some cases standardization. This is to ensure there is no duplication of business function, process or activity either by same or different individuals. Additionally, CTDOC wants a significant reduction in paper documents, forms etc.
- **Optimal use of CTDOC staff** – CTDOC wants the ideal combination of manual vs. automated tasks being executed by the agency. This can be achieved by automating several low value tasks so the staff can focus on high value expert functions in order to meet the demands of current/future business environment.
- **Modernizing Legacy IT Applications** – Mission critical core system that currently exists was developed over 30 years ago on an older mainframe based technology. CTDOC wants a state of the art n-tier system capable of handling robust, re-configurable enterprise-wide workflow(s) with integrated alerts. A high performance system operating in near real time (instead of batch processing). A system with data structures that simplify storage/access/reporting capabilities for a 360 degree view of the inmate. All of this packaged in a highly intuitive, rich user-friendly interface.
- **Creation of a centralized real-time operational data repository including archival and retrieval of historical data** – CTDOC has been managing data dated from the late 1960's. This data currently exists across isolated or semi-integrated applications and needs to be centralized in an enterprise wide data repository. Also, any duplicate data entry (into multiple systems) needs to be eliminated. All inmate data should be stored/accessed electronically instead of in paper files.
- **Increased sharing data across state agencies** – The CTDOC systems have limited data portability making it difficult to share timely information with other state agencies. Data bridges need to be developed with a common enterprise data dictionary and standards supported by the Justice Integration efforts. A broader initiative currently under-way within the State of CT for a holistic criminal justice data consolidation needs to be supported by future CTDOC system.
- **Further advancement of the Information Technology Infrastructure** – The current information technology architecture needs to be further developed/expanded to support connectivity and capacity for current and future needs of CTDOC. This would include broadly expanding networking within CTDOC facilities in order to support the goals of the strategic plan.

4 RFI Response Requirements

The format for written response to this RFI is outlined within this section.

4.1 Administrative Instructions and Requirements

In order to aid in the consistency of responses received, vendors responding to this RFI are requested to:

1. Request clarification for all RFI Response Requirements in writing to the CTDOC point of contact at Sumit.Sajnani@po.state.ct.us
2. Develop their response in Microsoft Office compatible application tools. At minimum, the following versions are acceptable: MS Word 1997, MS Excel 1997, MS PowerPoint 1997, and MS Project 1997;
3. Provide all responses in electronic format on CD-ROM or flash drive, as well as any relevant product and/or corporate literature; and
4. Ensure that typed answers are provided to all questions provided in Section 4, RFI Response Requirements.

IMPORTANT NOTE: To aid responding vendors in locating all response requirements, the numbered indicator “**RR**” (Response Requirement) is provided in each area where a response is required. RR’s are presented either in simple table formats for short responses, or as open questions requiring more of a descriptive textual response. Regardless of the type of question, vendors may append existing company or product literature to support, but not replace, their answer. Vendors are encouraged to use as much space or pages as necessary to provide answers to all questions.

Please be sure to reference the corresponding RR# and section number, letter, sub-item, or bullet item as appropriate in your response. If any specific question or item does not apply to your response, please indicate so by answering ‘N/A’ for Not Applicable.

4.1.1 Response Delivery

Vendors are requested to ensure that their response is received by the date and time indicated in Section 1.3 RFI Schedule of Events at the following location. Please note that e-mailed responses are NOT acceptable.

Connecticut Department of Correction
OMS Project RFI Response
24 Wolcott Hill Road
Wethersfield, Connecticut 06109
ATTN: Sumit Sajani, OMS Project Contact

4.2 Company Background and Experience

RR#1. Please provide a general background and overview of your firm and its history, including as much information as deemed necessary to describe the

strength of your firm and its ability to meet the needs of the CTDOC OMS project endeavor. Prior acquisitions within the last 5 years and potential future acquisitions also need to be included.

4.2.1 Corrections Management Solutions Experience

Please provide a response to each of the following bulleted items. The purpose of this section is to better identify experiences dealing with projects of similar size, scope, and complexity as the OMS project.

- **RR#2.** Please describe your firm's experience and qualifications for offender institutional automation systems.
- **RR#3.** Please describe your firm's experience and qualifications for community supervision automation systems.
- **RR#4.** Please describe your firm's experience and qualifications for offender case management automation systems across multiple agency divisions.
- **RR#5.** Please describe your firm's experience and qualifications for Business Process Reengineering and/or Business Process Improvement. Please include project specifics regarding:
 - Processes impacted;
 - Paybacks and/or savings achieved;
 - Benefits achieved and performance measures used to gauge those benefits; and
 - The average period of time over which payback was achieved.
- **RR#6.** Please describe your firm's experience and approach to conversion of offender-related data based on similar implementations.
- **RR#7.** Please describe your firm's experience and approach to end user, and technical training, including maintenance and operations turnover procedures.
- **RR#8.** Please describe your company's approach to client-specific enhancements.
- **RR#9.** Please describe your firm's approach to software maintenance of your solution(s). Please include how, and at what frequency, your firm provides maintenance and upgrade services in support of your system products. Please also include discussion regarding your approach to user assistance services via a Help Desk or Customer Support Service as well as on-call support. Also provide information on frequency of new releases and support for historical / prior versions.
- **RR#10.** If your company has responded to Requests For Proposals (RFPs) issued by Government entities (state, county, or local) within the past three (3) years, please provide a brief paragraph on the RFPs your company responded to and the corresponding results. A copy of the requirements document(s) to which your company responded may be requested at a later date.

4.3 Solution History

RR#11. In the table below, please provide requested details concerning the solution product or products that you would propose to meet the requirements of the CTDOC OMS project. The purpose of this section is to understand how long your product has been in the market.

| # | Product Name and Primary Function | When First Developed | When / Where First Deployed | Number of Installs To Date | Max Number of Users at largest location | Number of Offenders at largest location |
|---|-----------------------------------|----------------------|-----------------------------|----------------------------|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

- **RR#12.** For each solution product listed in the above table, please provide:
 - The history of the product, including major upgrades or feature enhancements, timing of those upgrades, and reasons for the upgrades;
 - The specific industry standards that the product was designed to, including any exceptions to those stated standards; and
 - A detailed understanding of how the product is licensed or sold (by concurrent user, named user, processor, location, etc.)
 - What is the maintenance window if any and the update process required for your system?

4.4 Solution Technical Specifications

This area requests information describing the technologies employed in your solutions, as well as minimum specification levels of server hardware and client hardware to run those solution products.

4.4.1 Solution Product Technologies

RR#13. In the following table, please provide the current technologies employed for each solution product identified above in Section 4.3.

| # | Product Name | Application Type (Client server, web, etc.) | Operating Systems Supported (MS, Unix, Linux, etc) | Databases Supported (DB2, MS SQL, Oracle, etc.) | Application Languages (Java, C, C++, C#, etc.) | Number of Logical Application Tiers and their Primary Functions |
|---|--------------|---|--|---|--|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

4.4.2 Server Hardware Minimum Specifications

RR#14a. In the following table, please provide the minimum server hardware technical specification levels for operation of your solution software products.

| Number of Application Servers | Number of Database Servers | Primary Server Purpose | Operating System | Number of Processors per Server | Process or Speed (MHz) | Memory (Gig) | Storage (Gig) |
|-------------------------------|----------------------------|------------------------|------------------|---------------------------------|------------------------|--------------|---------------|
| | | | | | | | |

4.4.3 Server Hardware Recommended Specifications

RR#14b In the following table, please provide the recommended server hardware technical specification levels for operation of your solution software products.

| Number of Application Servers | Number of Database Servers | Primary Server Purpose | Operating System | Number of Processors per Server | Process or Speed (MHz) | Memory (Gig) | Storage (Gig) |
|-------------------------------|----------------------------|------------------------|------------------|---------------------------------|------------------------|--------------|---------------|
| | | | | | | | |

4.4.4 Client Hardware Minimum Specifications

RR#15a. In the following table, please provide the minimum client hardware technical specification levels for operation of your solution software products.

| Operating System | Processor Type / Speed (MHz) | Memory (Gig) | Browser Level (if applicable) | Required Disk Space (if applicable) |
|------------------|------------------------------|--------------|-------------------------------|-------------------------------------|
| | | | | |

4.4.5 Client Hardware Recommended Specifications

RR#15b. In the following table, please provide the recommended client hardware technical specification levels for operation of your solution software products.

| Operating System | Processor Type / Speed (MHz) | Memory (Gig) | Browser Level (if applicable) | Required Disk Space (if applicable) |
|------------------|------------------------------|--------------|-------------------------------|-------------------------------------|
| | | | | |

4.5 CTDOC Business Processes and Functional Requirements

This area is comprised of a textual description of what transpires in each functional process group and functional requirements. Following each functional business process group description is a table depicting its specific functional requirements. For each functional requirement listed, please indicate the manner in which the functional requirement is automated in your solution, specifically

within the context of the provided functional process group narrative. Functional requirement response choices are limited to:

| Response Code | Response Title | Response Description |
|----------------------|-----------------------|---|
| E | Existing | The vendor's solution meets or exceeds the functional requirement 'out of the box' as an existing component of its base product without any effort over and above code table configuration. This response indicates that no programming customization is required to meet the requirement. If exceeds, please briefly include functional requirements exceeded. |
| P | Planned | The vendor's solution does not presently meet the functional requirement 'out of the box', but upgrade to the base product to include this requirement is planned within the next 12 months. This response indicates no programming customization will be required to meet the requirement. |
| MIN | Minimum Modification | The vendor's solution does not meet the functional requirement 'out of the box', but will meet the functional requirement with a 'minimum' level of programming modification to the base product. Minimum modification is defined as requiring a development effort not exceeding one hundred and sixty (160) hours. |
| MAJ | Major Modification | The vendor's solution does not meet the functional requirement 'out of the box', but will meet the functional requirement with a 'major' level of programming modification to the base product. Major modification is defined as requiring a development effort exceeding one hundred and sixty (160) hours. |
| CD | Custom Development | The vendor's solution does not currently meet the functional requirement 'out of the box' or with any level of programming modification. The vendor will meet this functional requirement by developing custom software. |
| TP | Third Party | The vendor's solution does not currently |

| Response Code | Response Title | Response Description |
|---------------|----------------|---|
| | | meet the functional requirement out of the box or with any level of customization, but will meet the functional requirement by integration of third party solution(s). |
| CM | Cannot Meet | The vendor cannot meet this functional requirement. In any case where this response is supplied, please provide the reason why the requirement cannot be met immediately following the requirement table. |

4.5.1 Intake

Process Group Purpose: The purpose of Intake process group is to receive the offender (pre-trial or sentenced), create or update offender records, assess initial offender needs and requirements, and assign the offender to a housing location.

Process Group Description: The reception and initial commitment of an offender into the system is an essential phase that verifies and gathers accurate demographic information. This also establishes the foundation of need for the offender's supervision period. The intake assessment and interview provides the first DOC contact with the offender to determine immediate security and clinical needs. During this time, the offender is oriented to rules, regulations, services, and program/activities for their supervision. Concurrently, for sentenced inmates the official committal or revocation documents are processed to determine incarceration length and all relevant aspects of initial time calculation.

The offender is processed through a variety of clinical, programmatic and testing profiles to determine the needs and parameters of management for the offender's period of supervision. Upon completion of the initial intake interview and health care screening, the initial housing assignment is determined. Further diagnostic testing and health care exams are then conducted. Based on the combination of custody level, programmatic, and clinical requirements, this information is then used to determine the institution (and security level) where the offender will be placed. The offender will then be scheduled for transfer to an institution/housing unit that can manage the particular offender profile.

Results: The results of Intake are the reception and commitment of the offender into the CTDOC correctional system and assignment to institution/housing unit or field supervision.

RR#16. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#17. Intake Processing Functional Requirements

| # | Intake Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| I-1 | The system must be able to search and identify offenders by entering key identifying information such as name, SSN and/or DOB or using fingerprints or retina scans. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-2 | The system must search for and retrieve existing offender case record information that may already exist in the OMS system. If possible matches are found, the user will receive a prioritized listing and have the ability to confirm which one they want to add to the record. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Intake Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| I-3 | The system must create an offender life cycle on a unique DOC ID and the ability to add multiple active cycles to an existing DOC ID. This needs to be tracked at multiple levels: Total life cycle, across all active cycles and at individual cycles. | | | | | | | |
| I-4 | System must allow repeat offenders to be re-admitted under their previous inmate id. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-5 | System must isolate periods of incarceration and maintain all records related to each separate and distinct incarceration. Prior incarcerations must be accessible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-6 | System must have utility functions to merge records of two offenders who were later found to be the same person after intake, expunge offender records, and change offender number. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-7 | The system must establish new case record information for an offender who does not exist in the OMS system and assign a unique DOC ID which will be associated with the offender for their lifetime. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-8 | System must have a photo capture process that is automatic and integrated into the system. Photos of face, profile, tattoos, scars and marks must be attached to inmate's master file making them immediately available for viewing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-9 | The system must record multiple SSNs, DOBs, aliases, scars/marks/tattoos, photos and other identifying information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-10 | The system must provide the ability to identify and verify SSNs and DOBs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-11 | The system must use standard NCIC identifiers and codes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-12 | The system must record and store the SID number and FBI number. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-13 | System must have the ability to collect and update the offender's personal information such as height, weight, hair color, eye color, sex, race, marital status, number of dependents, education level, veteran status, medical insurance, birth town & state, citizenship, motor vehicle license number, social security number, date of birth, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-14 | The system must record the offender's home address, phone number, mailing address and emergency contact name, address and phone number. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-15 | The system must record the offender's current employer's name, address, phone number and type of job held. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-16 | The system must have the ability to electronically verify, standardize and override (if needed) all address information based upon current and future US Postal Service data. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-17 | The system must accept "homeless" as an | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Intake Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | address if offender does not have a home or mailing address. | | | | | | | |
| I-18 | The system must record the offender's intake location and jurisdiction so they are physically accounted for in the system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-19 | System must have the ability to collect and update other miscellaneous information such as current facility, hub, offense and detainer data, court name and dates, risk and needs scores, management sub-codes, profiles and special management indicators. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-20 | The system must record the status of each charge for the offender. The offender may have one or many status entries per sentence and may have several status codes active at any time that may include multiple court jurisdictions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-21 | System must have the ability to identify if the offender is charged with a Felony and is eligible for a strip search based on CT statutes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-22 | System must have the ability to identify if the offender is charged with a Misdemeanor and is eligible for a pat down search based on CT statutes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-23 | The system must generate summaries of offender data (face sheet, back-board card etc) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-24 | The system must record digital photographs and fingerprints. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-25 | System must have the ability to notify user that an electronic Mitt has been received and allow user to view and accept and have option to print if necessary. If accepted, automatically import Mitt into DOC system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-26 | The system must record and maintain ICE data. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-27 | The system must record initial medical/mental health information for offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-28 | The system must be able to receive and maintain information on offenders who may not currently be physically located at the CTDOC during their period of supervision (e.g., papers only). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-29 | System must have the ability to recommend initial housing assignment using intake results with staff approval and override capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| I-30 | System must have the ability to recommend initial classification and scoring using intake results with staff approval and override capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.2 Classification and Assessment

Purpose: The purpose of the Classification and Assessment process group is to regularly assess and categorize offenders based on risk, security, and programmatic needs throughout the supervision period.

Process Group Description: The dynamics of the offender classification system require that it be a key component of any correctional environment. It is essential to ensure that all offender assignments are based on risk, security, and programmatic needs. The system must have objective based classification tools. This requires that the same sets of factors or objectives are applied to all offenders during their initial inception and at frequent intervals, or as required by policy. From this assessment, a custody or supervision level is identified that mandates specific housing assignments or supervision requirements within the system.

These classification levels have the ability to limit access to certain privileges, specific programs, or other functions (i.e. programs, visitation). The foundation for prudent correctional management is supported through a classification and assessment system that has been validated on how well the risk level of each offender is determined with regard to the offenders' threat to themselves, the public, other offenders, staff and visitors.

Results: The result of the Classification and Assessment process is that the offender is classified and assigned to appropriate housing, custody or supervision level, work group, and programs (including areas of education, medical, mental health, substance abuse, etc.).

RR#18. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#19. Classification and Assessment Functional Requirements

| # | Classification / Assessment Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| CL-1 | The system must have the ability to adapt to new CTDOC assessment tools that are used during the initial inmate classification. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-2 | The system must access and review offender case record information (e.g. offense data, risk factors, education and diagnostic evaluation results (Medical/Mental Health issue with HIPPA), previous classifications, holds, wants, detainers, behavior history, program information, clinical needs, employment). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-3 | The system must record the results of the interviews and assessments including special needs of offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-4 | The system must have the ability to make assessments based on gender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Classification / Assessment Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| CL-5 | The system must record and automatically generate classification risk and needs scores using standard CTDOC assessment protocol with override capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-6 | The system must use the calculated risk and needs scores to determine housing and program needs and record results based on CTDOC policy and procedure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-7 | The system must access and review current information regarding housing/cell classification such as high bond/high security and program availability and vacancies at various facilities to determine placement (e.g., booking, institutional transfers). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-8 | The system must be able to recommend assignments such as placement, housing, supervision level, program, education, and custody level as well as referrals for substance abuse, medical and mental health evaluations and/or transfers based on offender assessment results with override capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-9 | The system must record classification recommendations/comments and maintain history. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-10 | The system must record supervisor approval/denial of recommendations/comments and maintain history. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-11 | The system must calculate and trigger alerts for classification reviews including community release and level reduction and keep a historical record of results. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-12 | The system must prepare documentation for classification reviews, DNA registration, and Sex Offender registration and generate summary documentation and worksheets to be reviewed and printed if necessary. The system must be able to track the above reviewed processes from the beginning to the final review. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-13 | The system must record and electronically distribute classification review results (institution, district administration, or statewide) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-14 | The system must have the ability to determine and record offender assets (such as program completion) and liabilities (such as disciplinary infraction, program failure and refusal) to support the Connecticut Reentry Process. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CL-15 | The system must have the ability to determine and record offender problems/goals and offender actions and/or staff actions to support Offender Management and Discharge Planning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N/A | Note: Results include offender name and number, classification score, placement, housing, custody level (current and revised), work group, program assignment, effective date, | | | | | | | |

| # | Classification / Assessment Requirements | E | P | MIN | MAJ | CD | TP | CM |
|---|--|---|---|-----|-----|----|----|----|
| | next review date, and committee action and recommendations related to the offender classification, final disposition, appropriate referrals (Medical/Mental/Substance Abuse/Education), type of hearing and hearing members (name and role) present, electronic signature capabilities (e.g., Administrative Segregation, Temporary Administrative Segregation Confinement, Disciplinary Segregation, Protective Custody) and ability to capture comments, Incident Reports, Police Reports, Uniform Arrest Reports, Pre-Sentence Reports, Disciplinary Infractions and Community Violation Reports. | | | | | | | |

4.5.3 Programs and Activities

Purpose: The purpose of the Programs and Activities process group is to place the offenders into appropriate education, vocational, parenting, treatment and non-treatment programs within CTDOC based on offender classification and assessment needs for institutional and community supervision.

Process Group Description: Programs within a correctional setting promote the need for self-improvement and pro-socialization. Programs also increase public safety by providing the offender with work/training skills, thereby reducing the risk of recidivism once the offenders are released from supervision. Offender programs can address a wide variety of education needs, treatment needs, life skills and vocational skills. The primary goals of the training incentive programs are to help offenders acquire or improve appropriate skills, attitudes, and behaviors which will promote pro-social choices, reduce criminal behavior, and facilitate successful community re-integration after release from supervision.

Offenders may be assessed to participate in programs based on their Offender Accountability Plan, current offense, recidivism, needs assessment, and historical criminal record information. Assignments to programs must be consistent with the offender's current classification, security, and supervision requirements as well as the needs of the program or facility. Once an offender is placed into a program, his / her performance within that program is monitored for progress based on a definitive set of performance measures.

Results: The result of the Program and Activities process is that the offender is provided the opportunity to participate in programs appropriate to their need and those offenders are assessed in terms of risk and management needs.

RR#20. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business

process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#21. Programs and Activities Functional Requirements

| # | Programs and Activities Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| PA-1 | The system must establish and maintain program information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-2 | The system must be able to record, display and track volunteer information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-3 | The system must be able to associate each volunteer to one or more programs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-4 | The system must be able to associate inmates to one or more programs during incarceration. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-5 | The system must be able to allow each facility to view and edit each volunteer assigned to their facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-6 | The system must establish and maintain job parameters (e.g. positions, position type, pay rate, special qualifications, and work areas). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-7 | The system must maintain job vacancy information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-8 | The system must determine offender priority for program placement based on specific case record information (e.g. status, release date). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-9 | The system must record special job qualifiers for programs / jobs (e.g. custody, gate pass clearance, food handling). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-10 | The system must record special job qualifiers for offenders (e.g. custody, gate pass clearance, food handling). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-11 | The system must identify discrepancies when assigning offenders to positions where job qualifiers do not match. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-12 | The system must establish and maintain WAIT lists (e.g. vocational, academic, support services) for programs and positions agency wide. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-13 | The system must prioritize offenders on WAIT lists. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-14 | The system must allow forecasting availability to a program and reserving a bed based on bed vacancy, court dates, release dates. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-15 | The system must record and maintain offender program / job assignment information (e.g. dates assigned, schedule, location, work group, pay rate). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-16 | The system must have the ability to calculate and display ethnic balance of programs and work assignment areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-17 | The system must record attendance/absence of offender to job assignment or other activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-18 | The system must calculate offender pay and report offender pay information to Accounting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Programs and Activities Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | (e.g. position number, attendance, etc.). | | | | | | | |
| PA-19 | The system must calculate offender participation and report offender charges to Accounting (e.g. EMP, attendance). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-20 | The system must record performance-based outcome measures (successful, unsuccessful, or terminated). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-21 | The system must record request for removal from program and the reason. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-22 | The system must have the ability to indicate which program and activities are approved for credit to satisfy specific requirements (e.g., grant funding, state statutes). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-23 | The system must allow for job certification tracking (e.g., DOLIR). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-24 | The system must generate notifications for approval and assignment to programs or jobs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-25 | The system must allow for global reassignment of programs and job assignments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-26 | The system must allow for scheduling future job and/or program assignments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-27 | The system must allow for recording of approval of job and program assignments based on policy and procedure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-28 | The system must allow for posting of individual and multiple job and program assignments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-29 | The system must be able to record, display and track programs that exist for each housing unit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-30 | The system must be able to record, display and track religious preferences and validate changes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-31 | The system must allow for multiple active job and program assignments for each offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-32 | The system must allow for recording work release employment information (e.g. company name, address phone number, contact person). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PA-33 | The system must allow for recording community supervision housing and employment information (e.g. company name, address phone number, contact person). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.4 Sentencing and Calculation

Purpose: The purpose of the Sentencing and Calculation process group is to ensure that offenders are incarcerated and/or supervised as prescribed by law.

Process Group Description: The function of sentencing and calculation encompasses the initial projection of an offender's release date based upon the length of incarceration and application of credit time using applicable statutes and case law. The projected release date continues to be recalculated during the

incarceration and/or supervision period. In addition, amendments to the original sentence or other actions may occur that can reduce or increase the length of incarceration and/or supervision. An accumulative history of sentencing data is maintained.

Results: The result of the Sentencing and Calculation process is that the Release Date(s) (Halfway House and Transitional Supervision), Discharge Date(s), Parole Eligibility Date(s) are calculated and recorded for a given offender.

RR#22. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#23. Sentencing and Calculation Functional Requirements

| # | Sentencing and Calculation Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SC-1 | Based on CT laws and regulations, the system must record sentence or revocation information such as: <ul style="list-style-type: none"> Offense information – offense date, arrest date, Charge Code, NCIC, docket numbers, court county, sentencing court, plea, literal offense description, associated officials (judges, PA, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-2 | Based on CT laws and regulations, the system must record sentence or revocation information such as: <ul style="list-style-type: none"> Commitment information – mandatory minimum, statute minimum, minimum/maximum release or expiration date, sentence date and length (years/months/days), sentence start date, concurrent/consecutive with associated sentence indicator, supervision type and term, supplemental judgments (fines) and death sentence indicator | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-3 | The system must validate sentence information from the court against statutory offense data and identify sentencing discrepancies (error checking against charge codes). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-4 | The system must generate a notice to the court of sentencing discrepancies and allow updates to the system with court responses. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-5 | The system must generate a summary report of commitment data for each offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-6 | The system must determine the controlling sentence for each offender including minimum and maximum length of incarceration. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-7 | The system must determine and record relationship of multiple sentences for the same | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Sentencing and Calculation Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | offender (concurrent and/or consecutive either within the same case or across cases) including percentage of time required to serve. | | | | | | | |
| SC-8 | The system must calculate and record release date(s) for sentences, including: <ul style="list-style-type: none"> Maximum Release Date Minimum Release Date Minimum Mandatory Release Date. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-9 | The system must calculate and record multiple sentence completion dates for multiple commitments per offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-10 | The system must have the ability to determine the latest maximum release date for multiple sentences per offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-11 | The system must have the ability to store the commitment name for each court commitment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-12 | The system must have the ability to merge records when determined that an inmate has multiple numbers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-13 | The system must have the ability to schedule court appearances. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-14 | The system must have the ability to calculate how much time has been served on a sentence and how much time remains to be served on a sentence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-15 | The system must record receipt of additional sentence or updates to the original sentence from the courts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-16 | The system must have the ability to identify and record specific crime categories (sex offenders, dangerous felons, etc.) per sentence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-17 | The system must have the ability to notify victim services based on inmate sentence adjustments, approaching end of sentence or releases. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-18 | The system must have the ability to calculate pre-sentence credit based on CT laws and regulations and case law. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-19 | The system must have the ability to calculate and view dead time information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-20 | The system must automatically apply work credit to the inmate's sentence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SC-21 | The system must calculate and adjust release program eligibility date(s), release date(s) and discharge date when related information added or modified. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.5 Movements and Transfers

Purpose: The purpose of the Movements and Transfers process group is to schedule, track and record an offender's movement from the time of initial intake to the time of complete discharge.

Process Group Description: This process area will record the assignment of offenders within the CTDOC which may include transfers from institution to community, institution to institution, community to institution and community to community. Each location is responsible for the processing of offenders in and out of their location, which may include posting of the offender's arrival and departure to calculate various count information.

For community supervision this encompasses assigning an offender to an officer's caseload, to transfer cases between offices and track caseload supervision counts.

Institutional movements and transfers include the planning and execution of the movement of offenders within an institution and temporary movements including bed moves, off-counts (courts, medical, work release, etc.).

Results: The result of the Movements and Transfers process group is that offenders are tracked and maintained for recording and accountability purposes. Offender population is managed through the Movements and Transfers process.

RR#24. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#25. Movements and Transfers Functional Requirements

| # | Movements and Transfers Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| MT-1 | The system must record offender transfer movement including assigned location and previous location, date, time, and reason of movement (e.g. transfer-in, medical, court). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-2 | The system must keep all transfer and housing assignment history. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-3 | The system must post bed assignments/vacancies if reserved when offender is transferred. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-4 | The system must allow for transfer request initiation, modification, and cancellation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-5 | The system must record approved/denied, or continued transfer information, date and reason; and allow for comments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-6 | The system must allow for holds to be placed on transfers at any step in the process. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-7 | The system must allow for future scheduling capabilities for transfers with the ability to handle multiple future transfers per offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Movements and Transfers Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| MT-8 | The system must generate notification of scheduled transfers to institution staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-9 | The system must allow for transfer of inmate without body (e.g. Inmate is in the hospital but supervision re-assigned to another facility) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-10 | The system must have the ability to generate multiple types of count information / documents (summary and detail) to account for offenders: <ul style="list-style-type: none"> Physically present in the institution by specific location such as housing unit, work detail, medical, etc. Physically out of the institution by specific status/location such as furlough, escorted trip, medical, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-11 | The system must be able to take multiple counts and maintain history. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-12 | The system should search for and suggest a list of appropriate transfer locations for the offender based upon key identifiers. (e.g. priority, offender classification, special circumstances, mental health information, medical needs, associations, enemies, ethnicity, etc.) The system should reconfirm at the time of scheduling and posting of the transfer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-13 | The system must have the ability for staff to submit, and track inmate's event(s) such as work detail, religious event. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-14 | The system must record scheduling events and send alert of any conflicts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-15 | The system must record the posting of in/out of off-counts including actual date/time, transporting officer, and returning authority and reason. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-16 | The system must be able to take counts by housing unit, work detail, medical etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-17 | The system must validate physical count against count information / documents and record results. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-18 | The system must also record offender name, DOC ID, approving authority, requesting authority, off-count type, appointment date/time, processing date/time, off-count close reason, current assigned location, destination, reason and additional comments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-19 | The system must have the ability to temporarily house community supervision offenders and inmates scheduled for medical appointment within an institution and produce appropriate notification. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-20 | The system must record offender movement requests including key identifiers for the offenders to be moved, reason for movement, and type of move (e.g., court, medical, emergency, classification, education). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Movements and Transfers Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| MT-21 | The system must record and have the ability to prioritize offender movement requests with override capability (e.g. medical priority over classification). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-22 | The system must schedule recurring events and specify the type of events. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-23 | The system must allow for rescheduling individual appointment or groups of appointments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-24 | The system must be able to assign and track offenders to events and events to offenders (e.g., offender to medical, fill spiritual class with offenders). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-25 | The system must maintain and access established schedule in multiple views for a specific event (e.g., health care provider). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-26 | The system must assess bed vacancy information at each institution and project future bed inventory. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-27 | The system should search for and suggest a list of appropriate bed locations for the offender based upon key identifiers. (e.g. priority, offender classification, special circumstances, mental health information, medical needs, associations, enemies, ethnicity, etc.) The system should reconfirm at the time of scheduling and posting of the transfer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-28 | The system must track offender movement between parole officers/offices and community supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-29 | The system must maintain a list of offender movement requests that have not been completed (WAIT list), including reviewed and not reviewed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-30 | The system must generate daily reports reflecting all scheduled movements including date, time and the to and from locations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-31 | The system must have a method to identify and alert for scheduling conflicts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-32 | The system must record and maintain offender bed assignment including temporary (i.e. Seg, MH, Med, PS) and future bed assignments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-33 | The system must maintain list of beds per institution and the bed characteristics (e.g. general population, A/S, High Security, custody level, gender, mental health, Close Monitoring/ Custody) including vacancy information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-34 | The system must allow for recording and generating supporting documentation for the due process related to Restrictive Housing status. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-35 | The system should have the ability to track and record emergency movement based on operational needs (ad hoc, short-term basis). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Movements and Transfers Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| MT-36 | The system must generate and print offender passes for movements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-37 | The system must allow for global (groups of inmates) reassignment of offenders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MT-38 | The system must generate summary information of all new arrivals, departures, internal movements, and change in bed assignments (Daily Movement Summary). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N/A | Note: Key identifiers include information such as offender classification, special circumstances, mental health information, medical, associations, enemies, ethnicity, protective custody, and disciplinary. | | | | | | | |

4.5.6 Violation (Incarceration DRs and Informal DRs only)

Purpose: The purpose of Violation process group is to promote desirable changes in offender behavior and offender conduct and officially document events that lead to individual disciplinary actions.

Process Group Description: This process requires formal and informal procedures based on the seriousness of the events. The process of administering the violation process and its procedures are different from the legal process wherein the same event may travel through the judicial system as it completes a separate discipline route. Therefore the appropriate documentation and tracking of all events that occur is important for legal and administrative purposes. The statistical tracking assists administrators in determining high-risk concerns and problem offenders. The information also identifies trends and security gaps.

Results: The results of the Violation process may include changes in level of offender supervision and privileges.

RR#26. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#27. Violations Functional Requirements

| # | Violations Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-----|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| V-1 | The system must record and maintain rule violation information (e.g. summary of violation, charge, parties involved, location, date, and status). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-2 | The system must allow for recording the events based on notice, advocate and witnesses and results based on due process. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Violations Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| V-3 | The system must allow for classifying and recording levels of violations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-4 | The system must allow for recording dismissal, deferral, plea or hearing outcomes of the violation process. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-5 | The system must allow for recording of all staff involved such as investigator, reviewing supervisor, advocate, hearing officer, issuing officer and mental health staff reviewer and their role in the adjudication of the disciplinary report. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-6 | The system must allow for recording of all offenders and their role associated to violation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-7 | The system must allow users such as the DSO or coordinator to substitute charges. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-8 | The system should record issuance of any documentary evidence to the offender prior to the hearing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-9 | The system must record offender interviews and hearing information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-10 | The system must record references to Incident Reports, Contraband Chain of Evidence, Medical IR and a reference number for video evidence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-11 | The system must allow for maintaining and printing supporting documentation at the conclusion of the hearing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-12 | The system must be able to record informal dispositions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-13 | The system must be able to record sanctions and penalties imposed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-14 | The system must be able to track all violations and disciplines by frequency. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| V-15 | The system must automatically notify staff of inmate level increases, Chronic Discipline level, and Security Risk Group increases. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.7 Grievance/Complaints

Purpose: The purpose of the Grievance/Complaints process group is to provide offenders with a mechanism to appeal departmental decisions, actions, conditions, or policies, or individual treatment which they can demonstrate as having an adverse effect upon their welfare.

Process Group Description: The purpose of this business function is to ensure any offender under the department's supervision may appeal departmental decisions, actions, conditions, or policies, or individual treatment which they can demonstrate as having an adverse effect upon their welfare. The final decisions of the department cannot be appealed and conclude the offender's departmental administrative remedy.

Results: The result of the Grievance/Complaints process is that a complaint is filed, recorded, and processed. The appropriate investigations are conducted and a final decision is made. The grievance/complaint is resolved and the results are documented and recorded.

RR#28. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#29. Grievance/Complaint Functional Requirements

| # | Grievance/Complaint Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| GC-1 | The system must record grievance/complaint information such as date, reason, and name of person who initiated it. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-2 | The system must identify duplicate grievances/complaints. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-3 | The system must record acceptance/rejection and reason of each step of each grievance/complaint. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-4 | The system must determine and record the multiple levels of the grievance/complaint process. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-5 | The system must record staff assignment for grievance/complaint response, which may be assigned to multiple staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-6 | The system must record disposition and resolution of the grievances/complaint including withdrawals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-7 | The system must record and print the response (including citing authority) to offender and stakeholders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-8 | The system must record grievance history specific to an individual inmate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GC-9 | The system must have the ability to run reports about the nature and number of grievances by correctional facility (level 1) and district (level 2). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.8 Warrants and Detainers

Purpose: The purpose of the Warrants and Detainers process group is to authorize law enforcement agencies to regain custody of an offender or to assume custody from a releasing authority.

Process Group Description: This process area deals with processing and tracking potential and actual warrants or detainers placed on CTDOC offenders by other law enforcement agencies and the corresponding effects on an offender's housing level, commitment status, release and probation or parole. It

also deals with the release procedure permitting another law enforcement agency to assume custody of a CTDOC offender.

CTDOC issued applications for warrants, parole warrants and detainers are used to notify other law enforcement agencies when an offender has escaped or absconded from the jurisdiction of the CTDOC. CTDOC warrants, in conjunction with the Board, are also used to issue/cancel escape warrants, warrants as detainers only, and parole holds. It is also used to create All Points Bulletins (APBs) and Escape Bulletins. The current process creates, maintains, and tracks warrants for parole.

Results: The results of this process are that appropriate offender custody is maintained.

RR#30. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#31. Warrants and Detainers Functional Requirements

| # | Warrants and Detainers Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| WD-1 | The system must search for and retrieve existing warrants and detainers for an offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-2 | The system must record pending warrants and detainers information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-3 | The system must generate letters of inquiry to law enforcement agencies where pending warrants or detainers may exist and record the date and generate follow-up notification (based on MULES, NCIC, etc.). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-4 | The system must allow for recording of responses to letters of inquiry and update warrants or detainers accordingly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-5 | The system must allow for adding or updating a new or an existing warrant or detainer for an offender including multiples. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-6 | The system must generate notification to an offender or acknowledgement to an agency when a new warrant or detainer is placed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-7 | The system must allow for recording information regarding the withdrawal of a detainer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-8 | The system must generate instructions and documents necessary to assist the offender or law enforcement agency in resolving an existing detainer (e.g. speedy-trial, IAD 180-day). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-9 | The system must allow for recording of decision and authorization to issue a warrant and type of warrant. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-10 | The system must allow for recording (electronic | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Warrants and Detainers Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | signature, photos), maintaining, and retrieving (print and email capabilities) warrant information (e.g. issue date/time, warrant type, supervision type). The types of warrants are absconder, escape, new offense, and technical. | | | | | | | |
| WD-11 | The system should support interface capabilities with law enforcement agencies such as the NCIC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-12 | The system must record and maintain detainer and release information with the ability to generate documentation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-13 | The system must generate APBs for specific warrant types. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-14 | The system must record change in status when CTDOC is notified of offender arrest / death / apprehended escapee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-15 | The system must allow for warrant cancellation and recording of disposition (e.g. date, jurisdiction) (i.e. Board Decision, Sentence Update, Revocation Hearing) and send a notification to interested parties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-16 | The system must be able to send a notification for inmates out on consignment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| WD-17 | The system must be able to track when IAD paperwork is sent out and send a notification to alert staff when 180 days has been reached after sending the IAD paperwork. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.9 Offender Associations / Intelligence

Purpose: The purpose of Offender Associations process group is to identify, report, and collect information about both positive and negative offender associations. Offender Associations plays a critical role in the secure management of offenders particularly when dealing with known enemies and offender participation with security risk individuals.

Process Group Description: This process group captures Offender Association information in an offender's file and is secured with restricted access to detailed information.

The identification process begins during the Intake process with monitoring and evidence collection continuing throughout an offender's supervision term. Before an association can be documented, evidence collected must be reviewed by appropriate staff and association type determined.

Results: The result of this process group is that once an offender's associations have been identified, reported and documented, the offender may be placed in appropriate housing or supervised accordingly.

RR#32. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#33. Offender Associations Functional Requirements

| # | Offender Associations Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| OA-1 | The system must be able to track and display incidents that occur at a facility that involves a security risk group member. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-2 | They system must track, display and automatically cross reference inmates and staff that must not be allowed to come into contact with each other. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-3 | The system must alert appropriate staff if an inmate or staff is found on non-contact cross-reference list. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-4 | The system must allow the input of gang information such as group affiliation, position held within the group, the reason this inmate is suspected of belonging to the group and if the inmate is considered a threat. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-5 | The system must allow recording of evidence of suspected security risk associations (e.g. tattoos, written material, photographs, associations, and self-admission). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-6 | The system must identify and record offenders with suspected association to a gang by using a code. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-7 | The system must have the ability to update gang identifiers or codes through a configuration table. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-8 | The system must notify / alert appropriate staff when evidence is identified and recorded on an offender record (e.g. self-admission, tattoos, scars, hand signs and paraphernalia). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-9 | The system must track and display types of assault. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-10 | The system must notify / alert intelligence staff when a gang affiliate returns to CTDOC or transfers within the CTDOC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-11 | The system must track and notify appropriate staff when a gang affiliate is placed or moved to restrictive housing. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-12 | The system must have the ability to record the results (i.e. approve or disapprove) of the evaluation of each point of evidence and the offenders interview and capture electronic signature. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-13 | The system must classify and record offender as an associate of specific enemies or security risk individuals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Offender Associations Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| OA-14 | The system must classify and record other levels of offender association including positive associations and participation in program activities along with history and status. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-15 | The system must allow retrieval of results to offender, including non-confidential evidence used to determine association with security risk individuals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-16 | The system must receive and record request from offender to declare an enemy or enemies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-17 | The system must record results of enemy declared along with an approved or denied status. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-18 | The system must link enemy list information to other offenders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-19 | The system must track and display gang informants. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-20 | The system must be able to track inmates taken off the gang affiliation list including date and reason. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-21 | The system must track inmates suspected of gang association. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-22 | The system must record any probable threat information conveyed to staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-23 | The system must track and alert intelligence staff of any incident reports related to a gang member. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-24 | The system must alert/notify intelligence staff when a gang member review is required (e.g. returning gang affiliated admits within 90 days and current gang affiliated inmates – level 4 every 6 months). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-25 | The system must have the ability to record security risk activities date and description. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-26 | The system must have the ability to alert appropriate staff of any threat or security activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-27 | The system must have the ability to track and alert appropriate staff of any types of gang security issues such as assaults, fights, escape attempts and weapons or drug use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-28 | The system must have the ability to alert appropriate staff when a gang affiliate with a specific security level (e.g. level 3 or 4) is issued a disciplinary report. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-29 | The system must have the ability to record waiver information due to a dismissal or a process failure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-30 | The system must have the ability to assign active telephone monitoring for a specific inmate(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-31 | The system must track dates and reasons for active telephone monitoring including history. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-32 | The system must track phone call information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Offender Associations Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | such as specific phone numbers, date, time, place and duration of calls. | | | | | | | |
| OA-33 | The system must track the assigned CTDOC staff to an inmate for phone monitoring. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-34 | The system must cross-reference phone numbers on all inmates call list to identify common numbers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-35 | This process group must have the ability to interface with the Transfers and Movements process group. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OA-36 | This process group must have the ability to interface with the Inmate Communications process group. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.10 Property

Purpose: The purpose of the Property process group is to regulate and manage property brought with the offender during Intake processing, issued by the CTDOC, or received from approved sources throughout the offender's CTDOC supervision.

Process Group Description: This process group describes functions for tracking offender property and establishes a personal property list for male and female offenders based on custody level. Items are described and assigned to an ascribed location (e.g., cages, boxes) with a unique locator number. All items issued to offenders by the facility are tracked. Established functions include the receipt, transfer, storage, maintenance, release, and disposal of offender personal property.

Results: The results of this process group are to track all offender property upon admission/transfer or at any time during supervision to better control contraband and maintain security.

RR#34. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#35. Property Functional Requirements

| # | Property Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| P-1 | The system must allow for recording cash taken from offenders at time of Intake. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-2 | The system must record and maintain inventory of offender's property (e.g. property, category, type, and condition). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-3 | The system must record location of offender | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Property Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | property (e.g. Social Security Card, expensive jewelry). | | | | | | | |
| P-4 | The system must record offender's signature, staff signature of appropriate staff along with date(s) on property records. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-5 | The system must cross reference offender's property inventory to the policy approved property information and notify of discrepancies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-6 | The system must provide the ability to generate id labels to better identify and track the offender's property. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-7 | The system should allow for incorporating photographs with description of each property item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-8 | The system must track court clothing and include description of items and location stored. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-9 | The system must notify user when inmate is sentenced so that court clothing can be disposed in accordance with CTDOC directive. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-10 | The system must record when property has been placed in temporary storage and reason (e.g. Out to Medical, AdSeg). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-11 | The system must record when property has been removed from temporary storage and issued back to the offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-12 | The system must record what property is being transferred with an offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-13 | The system must record property that has been issued back to the offender after a transfer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-14 | The system must record disposition of offender property (e.g. worn out items, abandonment or destruction). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-15 | The system should allow for tracking the condition and description of all property and any personal property that has been authorized by CTDOC to be retained by inmate during incarceration. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-16 | The system should record disposition of missing property (e.g. lost, stolen, or confiscated and reason). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-17 | The system must track the number of inmate property claims along with the disposition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-18 | The system must be able to generate date/time stamped Commissary receipts or property transaction forms. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-19 | The system must track requests for property being mailed out, donated, destroyed or sent out on a visit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-20 | The system must record identifying manufacturer's numbers where appropriate (e.g. serial number). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-21 | The system must automatically record and update the offender's property list for specified Commissary purchases based on policy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Property Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| P-22 | The system must track electronics and generate requested report. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| P-23 | The system must generate reports when property stored exceeds time limits. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.11 Visitation

Purpose: The purpose of the offender Visitation process group is the recognition and consideration of the value of offender visitation as a means of maintaining family and community connections, and preparing offenders for successful rehabilitation and reentry into society. Another component is documenting visit information. Video-recording devices may be utilized in visiting areas to ensure safety of persons and facility security.

Process Group Description: This process group describes functions for visitor application, scheduling a visit, processing all visit attempts, suspension, termination or denial of visits or visitor including clergy, legal representation and professional privileged.

Results: Offender visiting privileges are defined. Visit applications are created and processed. Visits are scheduled, tracked, and recorded. Offenders meet with approved visitors and reports of offender visits and visitor information and history can be accessed.

RR#36. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#37. Visitation Functional Requirements

| # | Visitation Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| VS-1 | The system must record and track initial family visiting requests from an offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-2 | The system must record and track visiting requests from all other potential visitors (such as clergy, professional). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-3 | The system must have the ability to electronically verify and standardize with the ability to override all visitor address information based upon US Postal Service data. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-4 | The system must record type of visit (e.g. contact, non-contact, money order only) and special issues/conditions (e.g. wheel chair, laptop, recording device). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-5 | The system must access and review family relationships including designation as significant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Visitation Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | other. | | | | | | | |
| VS-6 | The system must identify visitors applying to visit multiple offenders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-7 | The system must record results of visitation applications (approve or deny) and notify appropriate parties. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-8 | The system must record exclusion of visitors (either facility or statewide). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-9 | The system must support interface capabilities to record results of background searches on potential visitors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-10 | The system must record tracking of requests for follow up information on visitation application requests. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-11 | The system must record the reason a visitation application was denied; and the outcome of the review if the decision was appealed by the offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-12 | The system must generate notification for offender and visitor of scheduled visit (i.e. pass, special visit). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-13 | The system must maintain a list of all visitors or attempted visitors for a given offender (and a list of offenders for a given visitor). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-14 | The system must maintain a list of institutional visitors approval not tied to any given offender (e.g., clergy). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-15 | The system must allow recording and review of offender restrictions and visitor restrictions (e.g. no visiting with minors). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-16 | The system must be able to define various visiting rules by facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-17 | The system must record time of visitor arrival / check-in at institution and visitor information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-18 | The system must generate alerts when visiting rules such as a maximum disciplinary report number has been met. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-19 | The system must allow for recording the time of notification and generating the notification to the offender and appropriate staff about the visitor's arrival. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-20 | The system must record arrival/departure of offender at search room along with any findings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-21 | The system must record arrival/departure of visitor at visiting room. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-22 | The system must document unusual behavior identified during visit and should have the ability to incorporate video clips when available (e.g. suspicious behaviors, violations, need to conduct physical search of visitor). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-23 | The system must record departure / checkout of visitor from institution. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-24 | The system must maintain record of offender's and visitor's visitation histories, including visit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Visitation Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | type (e.g. contact non-contact, clergy, professional, legal etc.). | | | | | | | |
| VS-25 | The system should monitor visiting privileges for offenders based on CTDOC policies and procedures of each facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-26 | The system must record receipt of request to have a visitor removed from visitor lists either temporarily or permanently. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-27 | The system must record justification for removal of a visitor from an approved visitor list. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-28 | The system must record removal of a visitor from an approved list including reason and timeframe, and terminate active visit if applicable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-29 | The system should allow for recording review results regarding removal of a visitor from an approved visitor list. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-30 | The system must notify appropriate parties of updates to visitor lists. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-31 | The system must allow for recording of facility-specific, offender-specific and visitor-specific rule-sets governing visiting privileges. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-32 | The system must have the ability to record results from authorized trace technologies (e.g. narcotics, explosives). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-33 | The system must be able to record administrative notification requests based on requested identifying visitor information and generate notifications anytime an application request or actual visit is processed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-34 | The system must crosscheck offender-visitor application data against DOC staff data. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-35 | The system must have the ability to crosscheck visitors against multiple visiting lists based on CTDOC policy and procedures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-36 | The system must accommodate screening for visiting conflicts and restrictions (e.g. enemies, sex offenders). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-37 | The system must have the ability to generate a visitor ID and incorporate the visitor's photo. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-38 | The system must track assignment of locker keys for visitors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VS-39 | The system must allow for limited updates to the visitor record at the time of visit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.12 Offender Communications

Purpose: The purpose of the Offender Communications process group is to identify and track offender communications.

Process Group Description: This process group describes functional requirements pertaining to phone calls as well as legal and personal correspondence of offenders.

Results: All offender communications are defined, recorded and tracked.

RR#38. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#39. Offender Communications Functional Requirements

| # | Offender Communications Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| CM-1 | The system must have the ability to record, track and acknowledge receipt of confidential legal mail and other privileged documentation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-2 | The system must have the ability to record, track and acknowledge receipt of general correspondence mail. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-3 | System must be able to determine an inmate's valid correspondents and reject anyone such as a victim or another inmate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-4 | System must be have the ability to record, track and monitor specific addresses that inmate sends correspondence to and send alerts to appropriate staff depending on a defined threshold. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-5 | System must send an alert to appropriate staff if the inmate's written correspondence is rejected. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-6 | System must be able to record and track the sale of stationery supplies and deduct the cost of these supplies automatically from the inmate's trust account. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-7 | System must be able handle privileged or legal mail that needs to be forwarded to inmate or returned to sender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-8 | System must track results of the publication review board and send alerts to appropriate staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-9 | System must display approved publications that inmates are allowed to receive. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-10 | The system must have the ability to track and view inmate's privileged phone numbers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-11 | The system must have the ability to identify inmates on mail and phone review. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-12 | The system must have the ability to identify | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Offender Communications Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | inmates with mail or phone sanctions or restrictions due to discipline. | | | | | | | |
| CM-13 | The system must have the ability to identify individuals that appear on multiple inmate phone lists. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-14 | The system must be able to determine if inmate is indigent. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-15 | System must be able to track and record the amount of stationery supplies given to indigent inmates. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CM-16 | The system must have the ability to record and track inmate's correspondence mail to individuals outside the facility such as the CTDOC commissioner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.13 Education

Purpose: The purpose of the Education process group is to identify the offender education/vocational needs and track the progress of offenders in education/vocational programs.

Process Group Description: The Unified School District #1 (USD #1) is a legally vested school district and must comply with the same State and Federal mandates as all other public schools. Offenders under 18 years of age are mandated to attend school. The USD #1 enrolls approximately 10,600 students per school year with an average daily enrollment of 2,800 students. Within the DOC there are 18 schools, one located in each of the correctional facilities, that provides instruction from certified academic and vocational instructors. The USD #1 curriculum is based on the State of Connecticut Department of Education Frameworks.

Results: The result of this process is that offender's education needs and vocational interests are identified so offenders can be entered into appropriate education/vocation programs.

RR#40. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#41. Education Functional Requirements

| # | Education Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ED-1 | The system must permit centralized coordination, creation, modification, access, and retrieval of education data by statewide, authorized users throughout the CTDOC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Education Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ED-2 | The system must allow inquiry on an offender's initial education information and other certified education achievements for a particular cycle of supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-3 | The system must provide a centralized repository of essential education information, to include but not limited to, educational and vocational need scores; student demographics; GED and high school diploma completion; and other pertinent education information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-4 | The system must allow access to authorized users outside of the Education Section on an as-needed basis. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-5 | The system must provide a central repository of current and historical educational level information. (MCES) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-6 | The system must provide access to education level data to other authorized agencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-7 | The system must allow for interfacing to outside educational agencies for inquiry verification of GED information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-8 | The system must allow for modification of an offender's initial education information and to add certified educational achievements during a cycle of supervision. (MEDU) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ED-9 | The system must track the location and current possession of existing paper education file. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| N/A | The system must at a minimum accommodate the following: last and current school enrollment; enrollment location and dates; anticipated year of achievement; vocational and overall E Scores (educational level); and GED or High School Diploma verification. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.14 Inmate Banking / Restitution

Purpose: The purpose of the Inmate Banking/Restitution process group is to process deposits and withdrawals for offenders' accounts, including collection of restitution.

Process Group Description: CTDOC acts as trustee of all monies received on behalf of offenders upon transfer to custody as well as during their supervision period and until the offender is discharged. This process group provides offenders the ability to conduct their financial transactions. It also provides the CTDOC staff the ability to maintain control of the medium of exchange for goods and services during the institutional supervision period, which is an essential element to security. Account information is used by CTDOC staff to process withdrawals for various programs and services. Governmental agencies and/or legal representatives use this information to determine the offender's financial status. It is important to note that this process is cash-less, or some variation that limits how much staff must handle currency.

Results: The result of this process is that deposits and withdrawals for offenders' accounts are recorded. Obligations are withdrawn appropriately and deducted as mandated by Connecticut General Statute forwarded to the appropriate recipient (e.g., Office of Victim Services).

RR#42. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#43. Inmate Banking / Restitution Functional Requirements

| # | Inmate Banking / Restitution Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| IR-1 | The system must be functionally able to manage multiple operating sites (i.e. districts, facilities) through a centralized database and add or reduce the number of users, workstations, operating sites as needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-2 | The system must have the ability to set and retrieve current fiscal year and period parameters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-3 | The system must have the ability to project future as well as archive and retrieve prior fiscal year and period parameters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-4 | The system must be dynamically linked with the Commissary Point of Sale module and be capable of exchanging account balance and transaction data on a real-time basis. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-5 | The system must export summary and detailed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Inmate Banking / Restitution Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | accounting data to the Quickbooks 2007 Premiere Edition accounting system. | | | | | | | |
| IR-6 | The system must provide real-time access to inmate balances. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-7 | The system must be able to produce inmate account banking statements when requested. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-8 | The system must be able to batch receipt posting to correspond to the physical deposit ticket. It must track deposit transaction information for reconciliation against the Quickbooks 2007 Premiere Edition accounting system's bank reconciliation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-9 | The system must provide detailed transaction data to the Quickbooks 2007 Premiere Edition check writer module to automatically create disbursement checks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-10 | The system must provide extensive transaction voiding, adjustment and correction capabilities that automatically journalize corrections of prior period transactions in the current period. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-11 | The system must have remote site check and receipt writing/printing capabilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-12 | The system must offer several tiers of system security, to be specified (e.g. system administrator, supervisor, data entry, read only, etc.), and full audit trail capabilities by transaction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-13 | The system must be able to input, track and report on all fund receipts and disbursements by inmate, sentencing status, district and facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-14 | The system must determine an average daily balance and calculate interest for each inmate's account. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-15 | The system must alert user that the inmate is indigent before allowing a transaction to be posted and must allow indigence to be defined by < \$ X for the past X days. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-16 | The system must have the ability to both encumber and automatically release encumbered account balances for all or selected transaction types. An encumbered account requires disablement to prevent fund disbursements, commissary purchases, and all other unauthorized transactions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-17 | The system must be able to categorize transactions by receipt or disbursement type, for each facility location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-18 | The system must recognize the standard facility codes used by the CTDOC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-19 | The system must be able to add or modify transaction codes to meet department needs. Examples of categories (Money Order, Cash, Final Check, Fees, etc). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-20 | Transaction categories must include general | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Inmate Banking / Restitution Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | ledger account coding for each receipt and disbursement category code as used by the Quickbooks 2007 Premiere Edition and Chart of Accounts. | | | | | | | |
| IR-21 | The system must have the ability to have multiple secondary sub-accounts for each inmate master account to allow the creation of restricted savings for each inmate for specific purposes (e.g. savings to pay a court filing fee or savings for discharge). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-22 | The system must allow for default or user defined sub-account priority settings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-23 | The sub-accounts structure must allow for maximum balance cutoffs that are set by default or customized by the user (e.g. put X% of all receipts to a maximum of \$XX in X restricted account). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-24 | The sub-accounts must have special security features that disable the account for disbursement transactions without the proper security code (e.g. any access to restricted savings for commissary purchases). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-25 | The system must have the ability to direct incoming monies to both an inmates' master account and the sub-accounts in whatever proportion is necessary or desired. The system should be able to set a system wide default value as well as fixed and or variable values for receipt splitting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-26 | The system must be capable of printing physical receipt copies for incoming monies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-27 | The system must have the cross-link ability to access, track, maintain, view or print history for each individual inmate account, selectively by disbursement category code for inmate fees tracking, commissary purchases (i.e. items purchased, restricted items purchased), etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-28 | The system must include a fee schedule that is linked to the general ledger disbursement coding used by Quickbooks 2007 Premiere Edition to allow reporting based upon a particular transaction code(s) by inmate, by all inmates, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-29 | The system must provide the ability to adjust the number of tracked disbursements from an individual's account. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-30 | The system must allow fee schedules to be maintained in a separate menu, be password protected, and have the ability to be edited or modified to meet the department needs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-31 | The system must provide a payroll module to compile, compute, post and track inmate payroll transactions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-32 | The payroll module must have an electronic | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Inmate Banking / Restitution Requirements | E | P | MIN | MAJ | CD | TP | CM |
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| | timesheet user interface available to the Custody staff with import and print capability. | | | | | | | |
| IR-33 | The payroll module must include inmate name, number, facility, work assignment and housing unit information in payroll header for each timesheet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-34 | The payroll module must provide an automatic form computation, and allow audit review of the electronic timesheets by Custody and Inmate Accounts prior to release. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-35 | The payroll module must contain edits to alert user of any potential duplicate payments to an inmate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-36 | The system must provide a complete suite of payroll reports that include inmate earnings by quarter and year, district and facility payroll expenses along with tax form 1099 and W-2 reporting and generation capabilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-37 | The system must be flexible to mark daily (inmate detail wages) or hourly (correctional industry wages) worker attendance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-38 | The payroll module must have the ability to adjust the number of payroll schedules available for inmate workers and provide the following information: Pay Grade, Job Title/Type, Daily or Hourly worker, Pay Rate (per day/hour), Piece Work or Incentive Pay and Weekly, Bi-Weekly or Monthly Payday. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-39 | The system must interface with the Programs & Activities process group to automate offender pay including multiple pay schedules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-40 | The system must provide a deduction schedule for payroll taxes and institutional deductions (e.g. restricted savings) that can be applied to all based upon their job classification number, and allow modification of specific deductions on an individual basis (e.g. encumbrances, child support, etc). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-41 | The payroll module must interface with the inmate receipts function so that receipts are prepared automatically. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-42 | The payroll module must incorporate additional features beyond that are required for work detail pay and to meet the requirements of the Correctional Industry and Work Release Programs payroll. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-43 | The Correctional Industries and Work Release Programs must have payroll deduction capabilities comparable to commercial payroll systems (i.e. State and Federal Taxes, FICA, etc). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-44 | The System must have the capability to adjust the number of payroll deduction schedules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-45 | Deduction schedules must be able to base | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Inmate Banking / Restitution Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | deductions on either a flat amount or a percentage of pay (gross, net or adjusted net) and be tracked and made reportable by deduction codes. | | | | | | | |
| IR-46 | System must feed payroll expense account data to the Quickbooks 2007 Premiere Edition Accounting System. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-47 | The system must support standard accounting principles (GAAP) by providing general ledger and an audit trail of all system transactions including create, view, edit, and delete database functions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-48 | The system must have to ability to record and inquire on payment information that is ordered by the court such as a bonds, fines, court costs and attorney fees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-49 | The system must be able to record restitution transactions such as damage to state property to an inmate's account. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-50 | The system must automatically deduct restitution from user-specified deductions, with the ability to override the restitution deduction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-51 | The system must utilize table-driven parameters that authorized users can easily modify (e.g., restitution percentage, deposit types susceptible to restitution deduction and spending amounts for Commissary). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-52 | The system must record and list supplemental judgment amounts such as child support for each particular sentence and for multiple sentences with specific amounts and balance due associated with each sentence and a cumulative total for all sentences. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-53 | The system must list all monies paid by an offender towards supplemental judgment amounts stipulated by the court and view balances separated by sentence. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-54 | The system must manage instances when offender identification (ID) numbers change, including the ability to track offender account information (restitution, trust, and Commissary) across prior and current identification numbers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-55 | The system must interface with or accept downloads of data from external systems, including other third-party vendors, State, Federal, or Criminal Justice type systems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-56 | The system must allow the appropriate institution finance office to enter offender deposits into the offender account, regardless of the offender's current assigned location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-57 | The system must allow staff to create, place, and remove holds on deposits (e.g., money orders, Veterans Administration benefits, vendor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Inmate Banking / Restitution Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | refunds, obligations, liens/attachments and others). | | | | | | | |
| IR-58 | The system must allow for categorizing exemptions from restitution deductions, designated offender account deposits up to the maximum allowable and those exempt from restitution deductions and others. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-59 | The system must allow staff to establish a maximum total amount of funds exempt from restitution. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-60 | The system must allow staff to set-aside a portion of funds currently within the offender's account for mandatory savings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-61 | The system must allow staff to freeze offender account activity (e.g. disciplinary reasons, investigative purposes, before parole release). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-62 | The system must allow staff to apply complex rules to collect funds from offenders for specific purposes, including: medical appliance purchases, filing fees, postage copies, medical co-pay, and Commissary. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-63 | The system must allow for the transfer of funds collected from offenders to a payables account. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-64 | The system must be able to deposit returned checks or unclaimed checks or cash to the Inmate Welfare Fund. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-65 | The system must allow for checks to be written from payable accounts such as restitution, State/Federal courts, General Funds, Crime Victim Compensation (CVC) and Inmate Welfare Fund. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-66 | The system must account for non-cash withdrawals (those which do not generate a check) such as charges due to the state Commissary, court filing fees and cost of incarceration. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-67 | The system must allow staff to produce banking industry accepted transaction documents such as checks for offender purchases and to pay the general fund. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-68 | The system must record offender charges payable to the CTDOC, including: copy charges, medical charges, legal charges, destruction of state property, mail supplies, legal mail, and notary services. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-69 | The system must support automatic inmate trust account deductions for child support payments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-70 | The system must allow users to manually enter check information to be more specific about who is the source of income for the offender such as identifying the source of check deposits. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-71 | The system must provide the capability to record other non-cash items that cannot be deposited to a trust account to an offender's personal | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Inmate Banking / Restitution Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | property inventory. | | | | | | | |
| IR-72 | The system must be able to interface with wire-transfer facilities (e.g. Western Union). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-73 | The system must allow users to reverse transactions and must automatically calculate the proper balances based upon the reversal of funds (e.g., if the payroll or deposit is reversed, if the court cancels an offender's restitution, CTDOC must return the restitution/admin fee collected to the offender account) and still provide an audit trail. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-74 | The system must allow for prioritization of all collections based on state statutes and department policy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-75 | The system must ensure 100 percent availability to users during published operating hours. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| IR-76 | The system must be flexible to generate any type of reports as specified by CTDOC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.15 Commissary Sales and Inventory

Purpose: The purpose of the Commissary Sales and Inventory process group is to track offender purchases and maintain a current inventory of Commissary items.

Process Group Description: The offenders use the Commissary as a means to purchase special items like hygiene products, radios, and food. Commissary purchases involve offender requests for approved items and money being debited from offender's account.

Results: The result of this process is to better manage offender Commissary activity and corresponding inventory.

RR#44. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#45. Commissary Sales and Inventory Functional Requirements

| # | Commissary Sales / Inventory Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| CS-1 | The system must provide Point of Sale and advanced Inventory Management capabilities and must integrate with the Inmate Accounts Fund System and dynamically share inmate master file, account balance, transaction and account restriction data. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-2 | The system must be capable of managing multiple commissary sites that can be | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Commissary Sales / Inventory Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | administered from a centralized database and must be able to adjust the number of operating sites as needed to meet the demands of the department. | | | | | | | |
| CS-3 | The system must have the ability to set and retrieve current fiscal year and period parameters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-4 | The system must have the ability to project future as well as archive and retrieve prior fiscal year and period parameters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-5 | Sales data must be available on a consolidated and individual commissary site basis. All sales transactions must have general ledger coding for accounting purposes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-6 | The system must support advanced inventory maintenance capabilities and properly cost out inventory using GAAP approved FIFO. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-7 | Inventories must share a common database but must be identified, managed and tracked by site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-8 | Inventory cost data must have general ledger coding as used by Quickbooks 2007 Premiere Edition for accounting purposes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-9 | The System must provide sales and cost accounting data with the Quickbooks 2007 Premiere Edition Accounting System's Commissary Revolving Fund Company and the Inmate Accounts Fund Company. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-10 | The system must have ability to process sales order returns and credit memos by either the entire sale's transaction invoice number to void an entire sale, or by individual sale's item numbers to credit a product(s) not received or damaged. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-11 | The order processing system must provide remote order processing capability (optical scan system), onsite manual order processing (key entry of SKU codes) and bar code scanning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-12 | The order processing system must have the ability to produce order selection sheets on multi-part/NCR forms. These sheets are to be used as pick lists, file copy invoices, and as inmate sales receipts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-13 | The system must provide complete sales and credit history tracking and reporting capability by inmate, facility, district and commissary level. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-14 | System must have special sales security and reporting features for sales items that have special restrictions that limit an inmate's ability to purchase them based on historical parameters such as prior purchases, and facility security level and allow them to be customized to meet the CTDOC security requirements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-15 | The system must also provide the ability to tier inmate access to sales items based on the | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Commissary Sales / Inventory Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | security level of the housing unit and facility where the inmate is located and provide security level schedules that define the sales items that are available to inmates at each level of security. | | | | | | | |
| CS-16 | The system must have the capability to set inmate-spending limits per commissary operating cycle (currently on weekly basis). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-17 | The system must be able to limit spending by default and/or per individual inmate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-18 | The system must be able to suspend or restrict inmate commissary privileges for security infractions for designated time frames. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-19 | The system must have the ability to set unit purchasing limits by inmates for specific sales items per commissary cycle. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-20 | The system must be capable of using the general system defaults or use special restriction schedules that have been activated for a specific housing unit and/or specific inmate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-21 | The system's inventory management must be able to adjust the unit limit purchase schedules available for use, | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-22 | The system's schedules must have password protection and should be automatically engaged by the sales order processing system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-23 | The system must be able to compute, compile and report the sales tax collected from inmates and due to the Department of Revenue Services and imbed general ledger coding in these transactions and supply this data to the Quickbooks 2007 Premiere Edition Accounting System. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-24 | The system's inventory management module must have the following functional capabilities: <ul style="list-style-type: none"> GAAP approved FIFO inventory costing. Maintain complete item history. Allow General Ledger coding by individual items, site or item department schedule. Minimum/Maximum and reorder point purchase management features by item and/or site. Site ID inventories management capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-25 | The system must have an inventory adjustment supervisory feature for correcting ending inventory quantities; a feature that requires all adjustments to be sequentially numbered and archived with a full audit trail controlled by the systems administrator. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-26 | The system must have a product category scheduling capabilities for example: Health, Foods, Drinks, Cloth, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Commissary Sales / Inventory Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| CS-27 | The system must have unit of measure schedules to act as an updateable input validation to define selling quantities and prices versus product order quantities for ordering and receiving goods. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-28 | The system must have inquiry look-up screen capabilities by item and by site. Information such as item number, description, valuation, vendor, controllable item, quantity on hand, quantity sold, quantity on order, quantity on backorder, reorder level, maximum level, damaged, and returned. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-29 | <p>The system must be capable of generating a full including but not limited to:</p> <ul style="list-style-type: none"> Detailed Item List Inventory Purchase Reports Inventory Adjustment History Stock Status Report Physical Inventory Checklist Vendor Activity Inventory Turnover Report Purchase Advice Report Transaction History Sales Summary Gross Profit Reports (realized and potential) Report manager must be able to sort by item number, site or product category. <p>Users must have the ability to download any reports into Microsoft Excel for customizing as needed.</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-30 | The system must be able to operate locally in the event of a server failure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-31 | The system must produce multiple offender purchase receipts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-32 | The system must produce a receipt with space for an offender signature and thumb print with electronic capabilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-33 | The system must allow Commissary staff to reprint the original receipt upon request easily in case the printer paper jams and the original printed receipt is mutilated. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-34 | The system must account for inventory items that have no cost (e.g. PIN). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-35 | The system must allow offender purchases at multiple Commissary locations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-36 | The system must support manual processing and batch data entry of Commissary purchases in locations where automation is not yet available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-37 | The system must allow staff (non-offenders) to scan items at high volumes and speeds. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-38 | The system must allow non-offender | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Commissary Sales / Inventory Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | Commissary staff to enter the quantity of an item scanned into the computer. | | | | | | | |
| CS-39 | The system must allow multiple users per location to access the Commissary application concurrently. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-40 | The system must support offender returns of Commissary goods and credit the offender account. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-42 | The system must allow Commissary managers to enter and modify the following types of information: vendor data, inventory items, and inventory locations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-43 | The system must allow users to capture purchase order (PO) information and produce a PO from local printers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-44 | The system must allow authorized users to add, alter, or delete Universal Product Codes (UPC). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-45 | The system must allow institution Commissary staff to enter item unit amounts based on UPC code entry (number of items in a case, individual units). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-46 | The system must allow institution Commissary staff to correct the average price of an item (based upon the total number ordered) after distribution to the locations from the warehouse. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-47 | The system must allow centralized Commissary staff to enter contract item prices for use by the individual locations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-48 | The system must allow centralized Commissary staff to determine the markup of each contract item. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-49 | The system must automatically project sales based upon historical information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-50 | The system must allow warehouse staff to enter receipted stock information into inventory. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-51 | The system must support physical counts of inventory, including the use of electronic handheld counting devices with integration. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-52 | The system must provide users with the ability to generate inventory count sheets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-53 | The system must alert users when stock levels drop below a predetermined level. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-54 | The system must allow Commissary managers to transfer stock from warehouse to facility and between facilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-55 | The system must track inventory levels at the warehouses and Commissary locations and prohibit the sale of items not in stock at each location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CS-56 | The system must have the ability to alert appropriate staff when sale of specified items and amounts exceed normal limits. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.16 Pre-Release Processing

Purpose: The purpose of the Pre-Release process group is to prepare the offender's information for release from an institution to community supervision or discharge.

Process Group Description: Release to community supervision for offenders can include a variety of assignments from community residential programs to various levels of home detention and reporting requirements. Board Supervision requires that the offender has received approval by the paroling authority to be released into the community under certain terms and conditions. Incarcerated probationers (120-day) may require that the offender receive approval by the court authority.

Offenders may discharge directly from an institution or from community supervision. Once discharged the offender is no longer under the supervision of CTDOC. However, discharged offenders may still be under legal obligation to report to probation and may be tracked by GPS indefinitely based on statutory requirements.

Results: The result of the Pre-Release processes is a release plan is developed before the offender is released or discharged.

RR#46. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#47. Pre-Release Processing Functional Requirements

| # | Pre-Release Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| PR-1 | The system must generate a hearing docket for each location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-2 | The system must generate offender notification of hearing date(s). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-3 | The system must generate a modifiable pre-hearing report that includes criminal history, assets and liabilities, risk factors, and officer's recommendations for release. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-4 | The system must allow for scheduling future hearing dates. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-5 | The system must generate and maintain a summary of offender information relating to release (e.g. SF score). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-6 | The system must record and distribute Board hearing decision(s) (e.g. release strategies, tentative release date, and special conditions). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-7 | The system must be able to generate lists of | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Pre-Release Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | upcoming releases (offenders who are due to be released) including offenders with active warrants or detainers or specific health services needs. | | | | | | | |
| PR-8 | The system must record home plan investigation that includes residential and employment plan with approval or denial information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-9 | The system must generate notification to law enforcement agencies and offender of registration requirements (e.g., sex offenders, dangerous offenders). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-10 | The system must generate documentation specifying general conditions of Board Supervision and Probation Supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-11 | The system must record offender agreement of general conditions of Board Supervision and Probation Supervision (e.g. orders). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-12 | The system must record offender refusal of general conditions of Board Supervision (e.g. special report). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-13 | The system should assign offender to a probation or parole district and officer and record assignment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-14 | The system must notify Institution and offender of assigned probation or parole officer along with reporting instructions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-15 | The system must have the ability to generate special reports (e.g. Advancement, Case Action, Medical, Other). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-16 | The system must generate release authorization documentation to other staff. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-17 | The system must generate discharge papers for offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-18 | The system must record the actual release date and time the offender left the perimeter. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-19 | The system must allow for the recording of pending future release dates (e.g. up to 7 days in advance). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PR-20 | The system must have the ability to support interface capabilities to verify if offender has warrants or detainers including NCIC and MULES at actual time of release (Jake's Law). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.17 Parole Hearings

Process Group Purpose: The purpose of Parole Hearings is to identify parole eligible inmates, conduct orientation and create an offender accountability plan. Review/evaluate suitability for granting discretionary and mandatory (court ordered) parole including defining conditions and dates of release and provide due process hearings for violations.

Process Group Description: Parole eligible sentenced inmates committed to CTDOC, are given a parole orientation which consists of an overview of parole, risk assessment (CT Salient Factor Score), parole eligibility date and recommended programs. This is the foundation for future parole evaluation. Required case documentation such as police reports, Pre-Sentence Investigations, Youthful Offender / Juvenile information etc. are obtained for use in inmate orientation and are stored for future parole hearings.

Scheduling of inmates for parole hearings is done approximately 9 months before their eligibility date. The hearing is conducted approximately 6 months before the parole eligibility date. Parole officer interviews the inmate and completes a parole summary, which includes type of hearing, current offense and sentence information, personal information (including education and employment history), criminal history (including probation, parole and community release), institutional history (disciplinary infractions and program history), parole plan/sponsor information. Based on inmates background/classification score mental health and/or sex offender evaluation are requested and conducted by contracted service providers. If case involves victim(s) the case is referred to the Office of Victim Services for any victim input. The completed parole package is reviewed and certified by a parole manager and placed on the final docket for the parole hearing. Docket for upcoming hearings are posted on the BoPP website. Notifications are also sent to various criminal justice agencies in Connecticut.

Parole officer will present the case to a panel of the parole board. Determination is made by the panel to grant, deny or continue. Denial may take several forms such as a re-hear, permanent denial, mandatory re-hearing etc. If parole is granted, the panel will set a voted to parole (VTP) date and conditions of parole. The inmate's case is then referred to CTDOC Community Supervision Division to begin their investigation (for more on this please see community supervision section). Parole may be rescinded at any time prior to actual release to parole based on new information not known at the hearing or inmate misconduct after the hearing.

Any violation of parole conditions including new arrests may result in re-incarceration. Community Services Division sends notice of violation(s) to BoPP. The inmate being re-incarcerated is entitled to a probable cause hearing (conducted within 14 business days) unless waived by the inmate. Based on results of the probable cause hearing (if required) and at discretion of BoPP a warrant for re-imprisonment may be issued or denied. If a warrant is issued a parole officer from BoPP will conduct a final revocation hearing. This will include interviewing the inmate, examining circumstances, making recommendations or referring back to full panel for a re-release decision.

Results: This process results in determining if the inmate's request for parole is either granted or denied.

RR#48. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your

solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#49. Parole Hearing Processing Functional Requirements

| # | Parole Hearing Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| BP-1 | Upon docketing of an inmate's sentence the system must identify if the inmate is parole eligible based on CT laws and regulations including multiple sentence configurations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-2 | For inmates eligible for parole the system must calculate the statutory parole eligibility date based on CT laws and regulations including (but not limited to): 50% for non-violent offenders 85% for violent offenders Sentences involving mandatory minimums | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-3 | For inmates eligible for parole the system should also calculate parole eligibility date based on CT laws/regulations AND by BoPP policies. This date may be different from the statutory parole eligibility date and can change based on modifications to inmate's scores/classification. Example: An inmate may be eligible for parole by statute at 50% of his sentence but is not considered for parole until 75% of his sentence based on his status as a gang member. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-4 | The system should have the ability to concurrently hold/maintain multiple parole dates and status for a single parolee such as special Parole, Discretionary Parole, Transfer Parole, Medical Parole etc. (as defined by Connecticut general statutes). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-5 | The system must search for and retrieve the offender's prior parole case(s) that may already exist in the OMS system. If a parole record is found the system should allow a new distinct parole instance be added using the existing inmate ID. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-6 | For an offender with no prior parole case(s) the system must establish new parole case record with the DOC inmate ID number and name as primary identifiers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-7 | The system must have the ability to automatically assign cases for upcoming parole hearings to the parole officer responsible for the inmate's current housing facility. The system should have the ability to map one parole officer to multiple facilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-8 | For multiple parole officers responsible to a single facility the system should have the | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Parole Hearing Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | capability of assigning cases in a round robin fashion. | | | | | | | |
| BP-9 | The system should have the ability for a manual overwrite or re-assignment of cases to different parole officers including assigning cases to parole officers responsible to a different facility than the inmate's current facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-10 | The system should have the capability to automatically re-assign cases to a different Parole Officer based on the transfer of the inmate from one facility to the next. The exception being after the case has matured to a pre-defined extent with the original parole officer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-11 | The system must have the ability to generate and store a parole summary document which is populated using a combination of existing data within the OMS system, data from other criminal justice agencies and text manually entered by the Parole Officer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-12 | The system must record the parolee's sponsor information such as home address, phone number(s) etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-13 | The system must have the ability to notify and send the parole summary package to a parole manager when the case is ready to be certified. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-14 | The system should have the ability for the Parole Manager to electronically review/certify summary. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-15 | The system must have the capability to automatically notify/alert the assigned Parole Manager if the inmate has a new incident after being voted to parole. Example: inmate receives a disciplinary report, level increase or return from a DOC HWH. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-16 | The system should have the ability to have multiple parole statuses for the same parolee concurrently such as a discretionary parole and special parole running concurrently. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-17 | The system must have the ability to lookup mappings of towns to parole district offices and automatically assign the appropriate district office based on the parolee's proposed town of residence during their parole. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-18 | The system should automatically send alerts to appropriate community supervision parole offices once a parolee has been approved for parole. System should also automatically add the case to the district office work load/queue. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-19 | The system should have the ability to maintain additional status (besides parole) such as interstate cases, special management cases etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Parole Hearing Processing Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| BP-20 | The system should have the ability for parole officers to electronically sign off on parole agreements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-21 | Based on CT laws and regulations, the system must record revocation information such as: violations, preliminary hearing, revocation hearing, hearing results, re-release dates, special conditions and offender notification | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-22 | The system must be able to automatically initiate a warrant for re-imprisonment based on a parole officer's violation report. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-23 | The system must have the ability to present completed warrant for re-imprisonment to BOPP Manager for approval/denial including the capability for the officer to re-apply for the warrant if denied. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-24 | For criminal violations, the system must be able to send an automatic alert to the assigned parole officer when any/all pending charges are adjudicated including if the detainer score is changed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BP-25 | The system should have the ability to record findings at each step of the revocation process and adjust the status of the parolee over the lifecycle of the revocation process. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.18 Community Supervision

Purpose: The purpose of the Community Supervision process group is to ensure offenders are assigned to officers who will monitor and support them in complying with their supervision conditions. The Department is working together with other community resources to assist offenders with successful community reintegration.

Process Group Description: Community Supervision encompasses Community Contracted Residential (Halfway House or Transitional Housing) and Non-Residential Programs, Approved Sponsor and parole district offices. District offices provide various levels of supervision which include electronic monitoring (GPS & EMP) and employment verification, intensive, enhanced, regular and minimum.

Results: The result of this process defines an offender's supervision level based upon public risk, assessing ongoing offender needs, and developing a plan using appropriate sanctions and strategies to minimize risk and maximize the potential for successful outcomes.

RR#50. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#51. Community Supervision Functional Requirements

| # | Community Supervision Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| PP-1 | The system must update offender information (e.g. offender photograph, fingerprints, descriptions of scars, marks, tattoos). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-2 | The system must access and review Board Supervision plans and conditions. [This includes tracking special conditions – what the special condition is, whether or not it was completed, etc.] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-3 | The system must determine current availability of community service programs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-4 | The system must match offender to appropriate programs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-5 | The system must generate and record offender referral to programs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-6 | The system must recommend caseload assignment based on workload and geographical area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-7 | The system must record results of monitoring/contacts as identified in the Case Summary Report (e.g. job status, payment information and upcoming goals). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-8 | The system must record offender progress in | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | Community Supervision Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | programs. | | | | | | | |
| PP-9 | The system must record specifics of offender behavior (positive and/or adverse). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-10 | The system must calculate and assign a score percentage for offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-11 | The system must have the ability to generate Interstate Compact Reports/Transfer Requests. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-12 | The system must have the ability to record investigation/transfer requests and replies from one district to another district and interstate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-13 | The system must record and track misconduct(s) and violations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-14 | System must have the ability to generate and print remand to custody form. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-15 | System must have the ability to generate and print a termination report that shows supervision history and recommendation section. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-16 | System must show a dashboard to display the past history of inmate's supervision. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-17 | System must isolate periods of community supervision and maintain all records related to each separate and distinct period of supervision. Prior periods of supervision must be accessible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-18 | System must have the ability to track multiple active statuses such as special parole, transitional supervision and probation concurrently. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-19 | The system must have the ability to create miscellaneous documents (e.g. travel permit, interstate memo). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-20 | The system must record outcome actions of violations (e.g. changes to conditions, increased supervision, referral to treatment). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-21 | The system must have the ability to track high-level policy requirements such as supervision level contacts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-21 | The system must allow supervisors, administrators, and officers (individually and as a group), based on an escalation policy, to receive alerts related to their staff's missed case management activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-22 | The system must have the ability to alert staff when contacts are missed such as office visits, drug tests, and court ordered payments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-23 | The system must have the ability to merge database information with user-entered information to create a variety of offender letters (e.g. missed appointments, acknowledgements). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-24 | The system must merge system-generated and user-entered alert and escalation functionality with dynamic to-do lists. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-25 | The system should allow supervisors and officers (individually and as a group) to customize alerts depending upon specific officer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Community Supervision Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | caseload and performance issues. | | | | | | | |
| PP-26 | The system should be able to add offender appointment dates into the assigned officer's calendar (e.g., Outlook). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PP-27 | The system should allow for tracking offender court dates and outcomes and revocation hearings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.19 Substance Abuse (or Addiction Services)

Purpose: The purpose of the Addiction Services Unit within the Division of Health and Addiction Services is to provide screening, assessment, education, and treatment services for offenders under CTDOC supervision.

Process Group Description: Substance abuse treatment within correctional and community settings promote the need for recovery from substance abuse disorders. Substance abuse treatment also increases public safety by resolving a strong motivator for criminal behavior. Substance abuse treatment removes the primary obstacle of successful reintegration to the community, and should be provided in a continuum from the correctional setting into the community.

Offenders may be referred to participate in substance abuse treatment programs based on their Offender Accountability Plan and substance abuse treatment needs assessment. Once placed in treatment, performance is monitored and documented by industry standards as a functional piece of the treatment.

CTDOC offers two separate but related services for offenders. One is Substance Abuse Assessments for individuals sentenced to two years or more, as well as court ordered and BoPP mandated assessments. The assessment tools are the Addiction Severity Index (ASI), the Texas Christian University Drug Screen (TCUDS), and the Adult Substance Use Survey (ASUS) tool.

Treatment Programs – CTDOC renders substance abuse services to incarcerated offenders based on varying levels of need: moderate, severe and chronic. Modes of treatment programming include: outpatient, intensive outpatient, residential and therapeutic communities. Treatment modalities include cognitive behavioral therapy, therapeutic community, recovery groups and relapse prevention co-occurring disorders DUI treatment. Referrals come from self, Offender Accountability Plan, Board of Pardons and Parole and Parole technical violators unit.

Substance abuse treatment information is recorded and maintained to provide for appropriate treatment and continuity of care. Treatment data is required by statute to be reported to the CT Department of Addiction Services. Information regarding substance abuse treatment need and subsequent program involvement plays a critical role in release planning. The Offender Accountability

Plan has substance abuse as one of the cornerstones identified for referrals. Accurate and timely access to treatment data, discharge summaries and re-entry plans allow for appropriate aftercare planning and referral.

Results: This process results in substance abuse services being provided.

RR#52. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#53. Substance Abuse Functional Requirements

| # | Substance Abuse Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SA-1 | The system must be able to record the initial assessment forms and results. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-2 | The system must receive / record request or referral for substance abuse program services along with status, e.g. wait-listed, enrolled, and removed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-3 | The system must be able to access information about detoxification protocols utilized for individual offenders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-4 | The system must determine offender priority for substance abuse program placement based on specific case record information (e.g. status, release date, treatment need) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-5 | The system must generate substance abuse program schedules and rosters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-6 | The system must establish and maintain waitlists for substance abuse programs both within programs, as well as agency wide. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-7 | The system must prioritize offenders on waitlist according to specific substance abuse program criteria. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-8 | The system must have the capacity to record and report performance-based outcome measures including discharge status, and participant progress. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-9 | The system must capture results of substance abuse services referrals (admitted, not admitted) and reason. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-10 | The system must maintain historical information on offenders with multiple treatment episodes and corresponding dates. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-11 | The system must receive and record offender consents (treatment and release of information), including procedures, medications, and conditions of treatment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-12 | The system must access protocols and validate treatment plans with user override capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-13 | The system must be able to add, change or inactivate treatment protocols as needed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Substance Abuse Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SA-14 | The system must access protocols and validate offender's substance abuse record. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-15 | The system must update offender's substance abuse record and health related information (e.g. details of triage, provider's orders, and examination results). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-16 | The system must transmit records to authorized parties including translating to interface with Department of Mental Health and Addiction Services reporting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-17 | The system should allow for recording treatment plan information and corresponding reviews and dates facilitating continuity of care between programs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-18 | The system should allow for recording offender progress notes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-19 | The system must be able to access records of urinalysis results for inmates involved in substance abuse programming. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-20 | The system should allow for recording discharge planning information with the ability to produce a Discharge Summary for each offender summarizing an offender's progress and participation within the substance abuse program. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-21 | The system should allow for recording offender management team and program review committee documentation and results. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-22 | The system must be able to generate a certificate upon completion of substance abuse program. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-23 | The system must fully integrate with all modules especially health care modules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SA-24 | The system must have the ability to limit access to specific treatment information to those bound by confidential regulations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.20 Health Care Support Services

Purpose: The purpose of Health Care Support Services functional process group is to provide technical services in support of patient care providers.

Process Group Description: Health Care and related Supporting Services including pharmacy, clinical laboratory, health records management and medical supplies are out-sourced to University of Connecticut. CTDOC has overall responsibility for patient care.

Results: The results of Health Care Support Services processes are services rendered for offenders who are being treated by patient care providers, such as

pharmacy, radiology, clinical laboratory, health records management, and medical supply.

RR#54. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#55. Health Care Support Services Functional Requirements

| # | Health Care Support Services Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| SS-1 | The system must be capable of entering data from a medical intake form. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-2 | The system must generate and record the Medication Administration Record (MAR) for the offender that is a summary of administered medications. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-3 | The system must be able to schedule inmate appointments to the appropriate health service (e.g. clinic, lab, mental health, dental, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-4 | The system must record medication delivery from pharmacy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-5 | The system must generate medicine refills both automatic and requested by the offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-6 | The system must generate expiring medication order information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-7 | The system must discontinue prescription orders based on provider request. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-8 | The system must record receipt of returned medication that was not administered to offender. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-9 | The system must track the location and current possession of existing paper health record. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-10 | The system must alert medical user of an inmate's future appointment or follow-up. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-11 | The system must be able to display depending on user's security level certain types of medical conditions (e.g. asthma, diabetic, HIV, etc) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SS-12 | The system must be able to interface and share data with the University of Connecticut Medical Systems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.21 Administrative Functions

Purpose: The purpose of Administrative Functions process group is to provide support in those areas outside of the primary offender management process groups.

Process Group Description: Administrative Functions are those functions that are ancillary to the primary offender management process groups already discussed.

Results: The results of Administrative Functions processes are assorted documentation, dealing with health care advisory evaluations, DNA testing, TB testing, offender death, acquiring outside records, recording outside inquiries for information, use of force, governance and committees, and violations reporting.

RR#56. Please provide a detailed understanding of all instances where your typical business process flow sequence does not match the following chart for CTDOC. Furthermore, please describe the flexibility currently built into your solution that allows for changing the sequence of workflow steps or business process steps, including an understanding of whether or not re-sequencing would require programming modifications.

RR#57. Administrative Functions Functional Requirements

| # | Administrative Functions Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| AD-1 | The system must identify and record Sexual Offender List (SOL) and other special needs and offender management. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-2 | The system must record when offender is identified to be DNA tested and date test was given. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-3 | The system must record incidents of unusual occurrences and/or events that affect the institution population (e.g. Prison Rape Elimination Act (PREA) information, riots, fights, use of force, loss of electricity, and discharge of weapons). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-4 | The system must read date of TB test and alert when re-test date is approaching. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-5 | The system must record urinalysis testing date and results including history. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-6 | The system must prevent cases from being closed (example: balance in commissary, outstanding warrants) with user override capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-7 | The system must close all of the deceased offender's records and restrict access. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-9 | System must have the ability to generate a court schedule for: <ul style="list-style-type: none"> A specific inmate name and/or number for any specific date A specific court sorted by inmate name and or number for any specific date A specific court and facility sorted by facility and inmate name and /or number for any | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| # | Administrative Functions Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | specific date <ul style="list-style-type: none"> A specific facility sorted by court and inmate name and/or number for any specific date All housing units in a facility sorted by housing unit and inmate name and /or number for any specific date A single housing unit in facility sorted by inmate name and /or number | | | | | | | |
| AD-10 | The system must record use of force, either planned or unplanned, including supporting documentation and video attached to inmate's record. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-11 | The system must allow for incident reporting. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-12 | The system should allow for maintaining shift logs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-13 | The system should allow for scheduling and maintaining custody and staff rosters. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-14 | The system must record offender execution. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-15 | The system must be able to track and display DCF inmates along with their counselors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-16 | The system must include user authentication. At a minimum, this would include user id and password. CTDOC is interested in additional authentication measures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-17 | The system must have the ability to support investigative reporting and other functions of the Internal Affairs Unit. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AD-18 | The system must be able to interface with a performance based measure system such as ASC/PBMS. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.5.22 General Functional Requirements

Purpose: The purpose of this section is to support requirements crossing most of the process groups or is critical to offender case management.

RR#58. The following requirements are general across all functional groups.

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| GN-1 | The system must assign a unique lifetime identification number to each offender. [This is the offender's DOC master number. This is a unique computer generated number which will remain with the offender for life. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-2 | The system must assign a unique offender cycle number. [This is a computer generated number created by the entry of the first status code for a cycle. A cycle begins with a person's first contact with DOC on a charge and remains open until all original and any subsequent and contiguous charges are completed. This may | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | include breaks in period of control or interest – i.e. the case of reverse and remand where the cycle remains active pending further court action or a court probation suspension. The cycle ends when the DOC relinquishes all interest in the offense(s) described above.] | | | | | | | |
| GN-3 | The system must create and maintain demographic case record information for offenders (e.g. name, physical appearance, date and place of birth, a.k.a. or monikers, next of kin, outside address). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-4 | The system must create and maintain sentence status information for offenders (e.g. incarcerated, parolee, Interstate Compact, discharged, deceased). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-5 | The system must create and maintain location information for offenders (e.g. institution, building, complex, room, bed, community correctional location). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-6 | The system must create and maintain Sentence Calculation information for offenders (e.g. offenses, offense dates, case number, counts, statutes of convictions, durations, enhancements, sentence type (determinate / indeterminate), credit earning eligibility, sentences, revocation information). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-7 | The system must create and maintain Medical / Dental/Mental Health/Pharmacy Information for offenders (e.g. health care records, history, treatment and schedules). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-8 | The system must create and maintain Classification and Assessment information for offenders (e.g. security level, housing, program assignment). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-9 | The system must create and maintain Education information for offenders (e.g. grade level, education scores, needs, programs, progress). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-10 | The system must create and maintain Security / Risk Information for offenders (e.g. associations, enemies, Classification Score, family characteristics, detention history, history of violence). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-11 | The system must create and maintain Special Registration / Notice Information for offenders (e.g. sexually violent predators, special needs offenders, victim notification). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-12 | The system must create, classify and maintain facility, housing/bed space information by various criteria such as vacancies, special needs, offense, bond amount, custody and discipline level. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-13 | The system must create and maintain Programs and Activity information for offenders (e.g. eligibility, availability, participation, attendance, | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | refusal, progress and results. | | | | | | | |
| GN-14 | The system must create and maintain Property information for offenders (e.g. inventory of offender personal property, state issued property). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-15 | The system must create and maintain Inmate Finance / Restitution information (e.g. offender account, payments). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-16 | The system must create and maintain Visiting information for offenders (e.g. approved visitor lists, type of visits, family visits, visitation-related information and history, and visitation restriction). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-17 | The system must create and maintain Warrants and Detainers information for offenders (e.g. received from outside agency, internal CTDOC warrants and detainers and type of detainer). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-18 | The system must create and maintain disciplinary information for offenders (e.g. informal and formal disciplinary reports, disciplinary history, and trends). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-19 | The system must create and maintain Grievance/Complaint information for offenders (e.g. appeal levels, outcome, history, trends). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-20 | The system must create and maintain Community Supervision information for offenders (e.g. current and past residence, employment, program progress, violation history). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-21 | The system must create and maintain Community Supervision and Board Hearing information for offenders (e.g. hearing results, revocation, revocation extension, hearing schedules). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-22 | The system must create and maintain other miscellaneous offender information (e.g. other Ids – military number, family members, release of information, co-litigants, foreign born offenders). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-23 | The system must have the ability to interface with third-party vendors to notify victims of various events (e.g. parole hearings, releases, return to custody, escapes). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-24 | The system must record external source requests for offender information from CTDOC and completion of requests (e.g. litigation, medical requests, and appeals). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-25 | The system must allow offenders to access and review their records based upon Department policy and procedure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-26 | The system must print assorted information from an offender's case record including summary or detailed information upon request such as printed reports, displays, or other required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | formats (e.g. file extracts, HTML, PDF, XML). | | | | | | | |
| GN-27 | The system must perform system administration functions such as reference table maintenance and adding / removing users from the system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-28 | For certain reference tables such as state statute tables, system must allow the flexibility to add additional attributes define categories and business rules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-29 | The system must provide an integrated report writing tool and allow creating, scheduling, publishing user defined production reports. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-30 | The system must provide the ability to set up and maintain various security levels and access for different users including outside vendors of the OMS system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-31 | The system must generate pre-defined reports on data contained within the OMS system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-32 | The system must generate ad-hoc reports on data contained within the OMS system | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-33 | The system must store offender data in a central location. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-34 | The system must supply standard API's for electronically transmitting and receiving information to and from external entities and existing CTDOC systems (e.g. local law enforcement, State Courts, CMHC, federal agencies). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-35 | The system must possess system flexibility to create / update business rules with minimal development effort (e.g. the ability to incorporate new legislation and court mandates as they change). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-36 | The system must periodically run batch system checks to identify user actions necessary to be in compliance with the business rules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-37 | The system must execute defined system edit checks in a real-time mode to identify actions necessary to be in compliance with the business rules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-38 | The system must validate data entry. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-39 | The system must maintain a current and read-only historical set of record information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-40 | The system must maintain an audit trail for changes (e.g. date / time / person responsible). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-41 | The system must provide the ability to view and query audit trails for specified records based on security, or by users. Automatic notification for attempted security breaches. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-42 | Workflow: The system must allow for establishing automated workflows using screens to support user navigation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-43 | The system must lock specified records so that they cannot be updated by any user (e.g. final form). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| GN-44 | The system must provide the ability to copy a locked record to create a new record with update capability (final form). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-45 | The system must allow limited manual override capability of certain specified system calculated data. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-46 | The system must archive and retrieve historical data from the archives. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-47 | The system must provide the ability to scan documentation for reference (e.g. court documents, police reports, medical documents, and probation reports). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-48 | The system must allow to pick up MetaData from scanned documents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-49 | Monitor system utilization and users currently using system, what they are doing, data through put, response times, etc... displayed in a dashboard format (Real-time or Historical). Reporting capabilities including trending. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-50 | The system must link data files to case record information (e.g. scanned documents, digital photos, x-rays, fingerprints). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-51 | The system must contain templates and automate the completion of required forms (e.g. committee decisions). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-52 | The system must provide help functionality. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-53 | The system must comply with relevant federal and state regulations and guidelines (e.g. HIPAA). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-54 | The system must possess the ability to link related records of different types within the system (e.g. disciplinary actions to associated incident records, appeals to associated disciplinary actions). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-55 | The system must incorporate new technologies should they be identified as needs in the future (e.g. biometric identification, GPS technology, wrist bracelets, RFID) to track offender / staff movement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-56 | Scalability: The system must have the ability to provide increased processing capacity with no noticeable degradation of user response time. The system should have the ability to increase horizontal capacity, which pertains to concurrent usage and the number of simultaneous users on the system at a given point. The system should have the ability to increase vertical capacity, which pertains to the size of the transactions being processed by the system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-57 | Archival: The system must have the ability to archive data or move active information to an inactive history file: A menu selection must be available to move inactive offender data to an archive or history file. Such data, although | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | archived, should be available to report generation, inquiry, and statistical reporting, as needed. The system should, however, support the ability to store past fiscal year information on removable media when disk storage is at a premium and be retrievable within 24hours. | | | | | | | |
| GN-58 | Data Integrity: The system must provide the ability to add data entry "edits". | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-59 | Availability: The new environment must provide address the readiness and stability of the system and ensure that the system provides users with uninterrupted service. Any unplanned disruption in services can have significant legal ramifications, including exposing the State of Connecticut corrections' system to liability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-60 | The system needs the capability to be available 24/7/365 with the possible exception of a reasonable maintenance window. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-61 | System vendor must provide critical timing of service support consisting of 24/7/365 on-call pager support. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-62 | Availability: The system should ensure availability through a combination of hardware and software management services based on industry standards and best practices. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-63 | Backup: The system should provide state preservation so that critical transactional information is not lost in the event that an underlying fail-over mechanism is utilized (commitment control and journaling). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-64 | Availability: The system should provide graceful fault management so that fail-over mechanisms are transparent to the user and disruptions cause the least possible impact (high availability and redundancy). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-65 | The system must ensure the integrity of data at all times. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-66 | The system must allow disabling of all or some transactions ensuring data integrity and keeping the system in synch. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-67 | System must be able to track the location of inmate's master file. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-68 | System vendor must provide up-to-date system documentation and user manuals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-69 | Electronic signature software and pads for the capture, binding, authentication, and verification of electronic signatures in digital documents with audit trail capability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-70 | Training: The system must provide integrated training and proficiency testing within each module. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-71 | Document Management: The system must provide integrated document creation and management including merging of offender data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | into predefined templates (e.g. MS Word). The ability to maintain read-only versions for historical purposes (e.g. PDF). | | | | | | | |
| GN-72 | Remote/Wireless/Disconnected: The system must have the ability to run on a variety of devices including PDA, Tablets, and Laptops. Provide the ability for staff to take a subset of active cases offline with them and seamlessly and securely synchronize with the main database when they reconnect. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-73 | Connecticut Reentry and Accountability Planning: The system must support the ability to identify the offender's problems and targeted goals for the purpose of managing their future needs and risks for transitioning from prison to community and reentry into society. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-74 | The system must allow Global Justice Extensible Markup Language (XML) Data Model (Global JXDM) and National Information Exchange Model (NIEM) compliance providing the ability of justice and public safety communities to share justice information at all levels laying the foundation for local, state, and national justice interoperability. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-75 | The system must support single sign-on using Novell eDirectory LDAP and Microsoft Active Directory LDAP. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-76 | The system must have the ability to merge database information with user-entered information to create a variety of modifiable reports and documents (e.g. document processing). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-77 | The system must have the ability to record offender chronos and case notes throughout all system modules. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-78 | Data Warehouse: The system should have data warehouse reporting with established data mining and statistical analysis capabilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-79 | The system must allow for back dating information should the system be unavailable (e.g. power outage). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-80 | The system must allow limited internet inquiry and notification access to external criminal justice agencies. (LENS) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-81 | Assist Technology: The system must allow accessibility for individuals with disabilities. CTDOC looks to sources such the World Wide Web Consortium's (W3C) Web Accessibility Initiative and Section 508 of the Rehabilitation Act for guidance and best practices for procuring, developing and maintaining accessible information technology, and expects vendors to do the same to accomplish this federal requirement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| GN-82 | Security: The system must provide the ability to restrict local and remote access to certain cases, classifications of cases, and parts of cases (e.g., access to sealed cases, victim identification) by specific system functions, users, and groups of users in accordance with rules, statutes, or court orders (includes active, inactive, and archived cases). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-83 | Vendors' compliance with Correction's Technology Association standards/guidelines http://www.correctionstech.org/committeesStandards.asp . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-84 | System must have the capability to work in an island mode (non-network) and automatically synchronize when network is available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-85 | System must have the option to use fingerprint recognition to bring up case or inmate information. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-86 | System must have the ability to track and show all modifications including data changes by user ID. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-87 | System must NOT delete any historical data but allow privileged users to mark records to be not included in "displayed" historical data. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-88 | System must have the ability to attach documents to cases and link them. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-89 | The system allows for configurable standardized workflow to be enforced for entire system as well as customized workflow for sub-functions that can be configured by users according their specific needs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-90 | System must be configurable to support required and optional fields, required and optional screens, specify the order in which screens are viewed and security access to specific screens. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-91 | System must allow for change in workflow by reconfiguring instead of new development. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-92 | System must have the capability to integrate with a queuing/guaranteed delivery product such as MQ Series. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-93 | System must use a consistent user interface such as screen color/layout, navigation/keyboard and data format. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-94 | System must have the ability to modify screens and/or menu according to CTDOC "theme" or preference. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-95 | System must have the capability of creating a flexible dashboard according to the CTDOC user's functions or needs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GN-96 | System must have the capability to use icons to identify the status of an offender (i.e. sex offender, unsentenced offender, chronic discipline, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Connecticut Department of Correction (CTDOC)
Offender Management System (OMS)
Request For Information (RFI)

| # | General Functional Requirements | E | P | MIN | MAJ | CD | TP | CM |
|-------|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| GN-97 | System must have the ability to retrieve and display current data from an external system without duplication. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.6 Project Costs

CTDOC's intent in this area is to ascertain budgetary cost estimates for similar implementations of this size and magnitude. Cost estimates provided by vendors will be compiled to assist CTDOC in determining the budgetary cost structure necessary for implementation of the OMS project. Responding vendors are requested to provide budgetary one-time non-recurring cost estimates by project cost element and by functional process group, as well as budgetary annual recurring maintenance and operations costs. It is requested that respondents suggest flexible and creative ways of financing this purchase. Purchase of the source code, in particular, is desired.

Please note that the software totals for Sections 4.6.1 and 4.6.2 are expected to have the same value.

4.6.1 One-Time Software and Implementation Costs by Project Cost Element

RR#59. In the table below, please provide your best estimate for budgetary one-time non-recurring costs by project cost element. Please provide responses to each category listed. *If you feel that there are additional cost elements necessary in order to ascertain total one-time costs, please add them to your table. Peripheral costs such as transportation, lodging etc that is deemed necessary should be listed separately.*

| # | One-Time Non-Recurring Cost Element | Budgetary Cost Estimate (\$'s) |
|---|--|--------------------------------|
| 1 | Base Software (licensing or other) | \$ |
| 2 | Software Customization | \$ |
| 3 | Implementation | \$ |
| 4 | Project Management | \$ |
| 5 | Interfaces | \$ |
| 6 | Data Conversion | \$ |
| 7 | Testing | \$ |
| 8 | Training (indicate CBT and proficiency tests included) | \$ |
| 9 | Travel (transportation, lodging, etc) | \$ |
| | TOTAL | \$ |

4.6.2 One-Time Software and Implementation Costs by Process Group

RR#60. In the table below, please provide budgetary one-time non-recurring costs by functional process group. Please provide responses to each category listed. *If you feel that there are additional functional process groups and cost elements necessary in order to ascertain total one-time costs, please add them to your table.*

| # | One-Time Non-Recurring Software Costs By Process Group | Budgetary Cost Estimate (\$'s) |
|---|--|--------------------------------|
| 1 | Intake | \$ |
| 2 | Classification and Assessment | \$ |
| 3 | Programs and Activities | \$ |

| # | One-Time Non-Recurring Software Costs By Process Group | Budgetary Cost Estimate (\$'s) |
|----|---|--------------------------------|
| 4 | Sentencing and Calculation | \$ |
| 5 | Movements and Transfers | \$ |
| 6 | Violation | \$ |
| 7 | Grievance/Complaint | \$ |
| 8 | Warrants and Detainers | \$ |
| 9 | Offender Associations | \$ |
| 10 | Property | \$ |
| 11 | Visitation | \$ |
| 12 | Education | \$ |
| 13 | Inmate Banking / Restitution | \$ |
| 14 | Commissary Sales and Inventory | \$ |
| 15 | Pre-Release Processing | \$ |
| 16 | Community Service | \$ |
| 17 | Medical / Dental / Mental / Substance Abuse / Health Support Services | \$ |
| 18 | Offender Supervision Administrative and General Functions | \$ |
| | TOTAL | \$ |

4.6.3 Annual Recurring Maintenance and Operations Costs

RR#61. In the table below, please provide budgetary annual recurring costs by Maintenance and Operations (M&O) phase cost element. Please provide responses to each category listed. *If you feel that there are additional cost elements necessary in order to ascertain total annual recurring costs, please add them to your table as appropriate.*

| # | Annual Recurring Maintenance & Operations Cost Element | Budgetary Cost Estimate (\$'s) |
|---|--|--------------------------------|
| 1 | Software Maintenance (Licenses or other) | \$ |
| 2 | Software Support Contracts (level 2 only) | \$ |
| 3 | Project Management | \$ |
| 4 | Consulting Services Contracts | \$ |
| 5 | Software Support (Level 1&2 include options, if any) | \$ |
| | TOTAL | \$ |

4.7 Suggested Project Implementation Approach and Best Practices

CTDOC fully understands that based on the size and scope of this project, it must be appropriately broken down into manageable phases to help ensure its success. As described in the introduction section of this RFI, OMS will be implemented in phases in accordance with available funding, CTDOC business process priorities, and vendor-provided lessons learned from similar implementations. Each implementation phase must result in application modules that are fully operational, can stand alone, and provide business value.

RR#62. Please describe your suggested best practices for the implementation phasing approach. Please delineate the most optimum phasing approach, including a rationale detailing the reasons for your suggested best practices

based on similar implementations. Please include overview of options and details regarding data conversion and training, and if/how these activities contribute to your suggested implementation approach.

RR#63. Please provide a high-level project plan to depict the anticipated duration of each phase including testing and post-implementation support.

4.8 Level of State Participation Required By Project Phase

RR#64. Please describe your suggestions for state resource participation in accordance with your phasing approach detailed in Section 4.7. Please complete the table provided below, by providing the names of the phases, as well as the titles and level of Full Time Equivalent (FTE) state staff suggested by phase. Project staff title examples are provided below.

| Phase # | Phase Name | Staff Title | Phase # of FTE |
|---------|------------|----------------------------------|----------------|
| 1 | | Project Director | |
| | | Project Manager | |
| | | Technical Manager | |
| | | Database Administrator | |
| | | Functional Manager | |
| | | Subject Matter Expert | |
| | | Legislation / Policy Coordinator | |
| | | Conversion Manager | |
| | | Conversion Coordinator | |
| | | Network Manager | |
| | | Test Manager | |
| | | Testing Coordinator | |
| | | Testers | |
| | | Training Manager | |
| | | Training Coordinator | |
| | | Training Materials Developer | |
| | | Trainers | |
| | | Etc. | |
| 2 | | | |

4.9 Largest Risks and Issues to Overcome

RR#65. It is fully expected that the OMS project will encounter many risks and issues to overcome, properly manage, and mitigate. Based on your experience in implementing solutions of similar size and complexity, please delineate the largest risks and issues that CTDOC may experience in the implementation of the OMS project.

Please include discussion of which were expected versus those which were unexpected, so that CTDOC may gain insight from your valuable experiences and lessons learned, and appropriately plan the successful OMS project management Initiation, Planning, Executing, Controlling, and Closing phases and activities.

4.10 Project References

RR#66. Please provide three (3) of your best customer references for projects of similar size, scope, and complexity as those described in this RFI. CTDOC is interested in the total price of the contract for each reference and the corresponding pricing models. References should be willing to be contacted for additional information. Not all references will be contacted.

Vendor Name: _____ Contact/Name: _____

Date: _____ Phone: _____

Please complete all requested information on this form.

Client Name: _____ Contact Name: _____
Address: _____ Phone #: _____
_____ Fax #: _____

Project Name: _____
Project Objectives: _____

Process Modules _____
Automated: _____
(including description) _____

Vendor Firm's _____
Involvement: _____

Client's Involvement: _____

Project Benefits: _____

Size of System: _____
of Offenders tracked: _____ # Community
incarcerated _____ Supervision _____

of Users: _____ # of Geographically-
_____ disbursed Locations: _____

of Records: _____ Size of Database: _____

of Workstations: _____ Name of DBMS: _____

Type of Network (i.e., LAN and/or WAN):

Project Measurements:

Total Est. Cost: _____ Total Actual Cost: _____

Total Est. Hours: _____ Total Actual Hours: _____

Est. Start & Completion Dates: From: _____ To: _____

Actual Start & Completion Dates: From: _____ To: _____

Vendor Name: _____ Contact/Name: _____

Client Name: _____ Phone #: _____

Date: _____

Complete the following items as applicable to the cited client reference:

1. Application Integration - Name/type of application integrated:

2. Data Conversion Media type converted: _____

Avg. record size converted: _____ # of records converted: _____

Time frame to complete conversion: From: _____ To: _____

Methods/techniques used in conversion:

3. Software Maintenance

Role/responsibilities of Bidder in provision of software maintenance:

Maintenance period supported: From: _____ To: _____

4. Data Communications Network Infrastructure (description of network utilized including bandwidth):

5. Success Statistics: If the answer to any of the following questions is yes, provide a textual understanding following the reference form to explain the situation.

| | | | | |
|---|-----|-------|----|-------|
| Project/contract terminated prior to successful conclusion? | Yes | _____ | No | _____ |
| Total billings increased by more than 10%: | Yes | _____ | No | _____ |
| Delivery schedule increased by more than 90 days: | Yes | _____ | No | _____ |

5 Glossary

| | |
|-------------------------------|---|
| APB | All Points Bulletin |
| AS | Administrative Segregation |
| ASCA | Association of State Correctional Administrators (56 states/entities) national organization |
| Back-board Card | Summary of offender data |
| Board or BoPP | Board of Pardons and Paroles |
| Callout | Scheduling within the perimeter and requires printed approval |
| Chronos | Text notes (chronological notes) created by caseworkers, custodial workers, and medical staff related to an offender |
| Community Supervision | Offender is supervised in the community via parole, conditional release, interstate probation & interstate parole |
| COTS | Commercial, off-the-shelf |
| Count (CTDOC Internal) | Process of reconciling the data on offender population currently under the jurisdiction of the CTDOC, with the actual physical count performed within each wing, unit and facility by corrections officers six times daily and as needed |
| Count (Court Judgment) | Individual components of an indictment; criminal charge |
| CTDOC | The State of Connecticut Department of Correction |
| Custody | Period when an offender is physically located at an CTDOC facility or under physical control of CTDOC staff. At the institutional level, custody at the institution ends when an offender leaves the institution |
| DCF | Department of Children and Families |
| Detainers | Notice of an intent to pursue prosecution of an untried indictment, information or complaint lodged by prosecuting official, placed against an offender under CTDOC jurisdiction to bar their release |
| DOC Inmate Number | Computer-generated unique master number created at the first contact with the Department on a charge (including bond) and is permanently assigned to the offender |
| DOIT | Department of Information Technology |
| DR | Disciplinary Report |
| Face sheet | A summary of basic information from the CTDOC master file on any current or past inmate |
| Facility | Correctional institution where the inmate is housed and where the Records Office is located |
| Holds | Prohibition on release of an offender due to sentence at another jurisdiction that is consecutive to Connecticut's sentence or a longer concurrent sentence, or a parole and probation order, or a deportation order |
| HUB | Specific facilities that CTU drops off inmates for the Judicial Marshals to pick-up for court. (CTDOC facility hubs include Walker, New Haven, Bridgeport, Corrigan, York and sometimes Hartford) |
| ICE | Immigration and Customs Enforcement |
| Institution | CTDOC housing facility |
| Interstate Compact | (Interstate Agreement on Detainers, or IAD) Compact entered into by states and the federal government providing for the administrative transfer of offenders who are wanted in another state for trial on criminal charges, initiated either by the offender or by a prosecutor |
| Judgment of Conviction | Legal document sentencing an offender to a prison term |

| | |
|------------------------------------|--|
| Jurisdiction | The period when an offender is the responsibility of CTDOC due to issuance of a judgment, irrespective of whether they are housed in CTDOC facilities or not |
| LENS | Law Enforcement Notification System |
| Location | Institution where the offender is physically housed or Field Office (Pardons & Parole) assigned supervision of offender |
| Mandatory Review Date | Parole hearing date that applies to offenders |
| Mittimus (Mitt) | A precept or warrant granted by a justice for committing to prison a party charged with crime; a warrant of commitment to prison |
| ORI Number | This is the Originating Agency code assigned by the FBI to each departmental location or section. The first two positions are the state code, followed by a three-digit county code, and a three-digit identifier within the county. The final position is a letter identifying the type of agency |
| Off-count | Authorized/approved offenders outside the housing unit perimeter for activities such as medical, court trips, visitation, work etc |
| Papers Only | Not physically received, applied to offenders under CTDOC jurisdiction who have not arrived at CTDOC facilities but their time is being served concurrently with another jurisdiction |
| PBMS | ASCA has created a Performance Based Measure System that is a web-based application that automatically uploads a monthly text file from the new OMS database |
| Post Implementation Support | Technical and functional support provided by a vendor during the period after system implementation to assist in problem resolution and operational difficulties. For a successful implementation, this time period would not exceed six months, but in any case it will end when CTDOC users are able to operate independently of the vendor |
| Probation Supervision | Court-ordered supervision where all decisions are made by the judge |
| PSI | Pre-sentence investigation report prepared by court assigned probation officer that includes criminal history, identifiers, offense summary, offender's background, and sentencing recommendation |
| Retroactive (retro) Date | Computed date that an offender began serving his or her sentence under the custody of CTDOC, including time served prior to, during, and after the trial. The sentence date, minus days served in jail prior to arrival at CTDOC |
| Sentence | Time that the offender has been given by the court system to serve within the custody or supervision of the Connecticut Dept. of Corrections |
| SID Number | State of Connecticut criminal history number, used to track arrests, indictments and convictions for individual offenders within the Connecticut criminal justice system, assigned to an individual by the Connecticut Department of Public Safety upon receipt of a set of fingerprints from a Connecticut public safety agency |
| Testing | CTDOC differentiates between three levels of testing: <ul style="list-style-type: none"> • Unit testing, where developers with support from functional staff will test the performance of a module, interface or modification • System testing, where developers with support from functional staff test a new module, interface, or modification in operation with the full system • Integration acceptance testing, where end users with support from developers will test the system including all operational modules, interfaces and modifications using actual business updates and transactions |

| | |
|----------------|---|
| | A complete version of the new system will be integration acceptance tested by CTDOC staff with vendor support prior to approval for implementation |
| Victims | Victims of offenders who have the right to request notification of parole hearing dates and other changes in offender status [currently utilizing Connecticut's Victim Services Division to notify victims] |