

**CHATHAM COUNTY PURCHASING & CONTRACTING DEPARTMENT**

**ADDENDUM NO. 3 TO RFP NO. 21-0072-6**

**FOR: UNIFIED CASE MANAGEMENT SYSTEM FOR CHATHAM COUNTY PROBATE COURT**

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

1. **QUESTION:** How many transactions does the probate court process each year on average?  
**RESPONSE:** Probate Court staff will enter approximately 30,000 events in the current data management system in 2021. Not every event generates a fee but Probate Court is unique because most events do generate a per page fee and filing fee. Probate Court processes approximately 25,000 transactions per year.
  
2. **QUESTION:** How many e-filings does the Probate Court accept each year on average?  
**RESPONSE:** Probate Courts in Georgia are not currently authorized by statute to accept e-filings. Probate Courts are lobbying for legislation to allow for e-filing in the near future. The RFP requires the Data Management System to “be prepared and equipped to immediately enable, train and support e-filing of pleadings in Probate Court when approved by the State of Georgia.”  
  
Probate Court currently accepts online submission of weapons carry license applications through guide and file/ file and serve features of the current data management system. The current process requires staff to enter data into and interact with no less than three websites to process one application. In 2020, 9,115 weapons carry applications were submitted through guide and file / file and serve. This Probate Court estimates receiving approximately 3,200 marriage applications per year.
  
3. **QUESTION:** Where does the Probate Court feel the most growth is needed regarding their new system?  
**RESPONSE:** Probate Court needs a move-in-ready, integrated system with Georgia-Probate-specific features, forms and reporting built in and not dependent on technical, building-out and design input or skills of our overwhelmed and understaffed court. The new system should be specifically designed for Georgia Probate Law, Georgia standard forms, Georgia reporting obligations and tracking and notifying fiduciaries obligated by Georgia law to regularly submit reports. The new system should be supported by easily accessible, immediate and live support services.

4. **QUESTION:** Why is the Court leaving their current CMS system?  
**RESPONSE:** Probate Court is requesting bids for a data management system which is built to meet the needs and obligations of Probate Courts in Georgia. Probate Court is in need of a move-in ready case management system that provides upgrades and improvements guided by the Probate Judges Council and expertise of the case management system specific to Georgia Probate Law and Courts.
5. **QUESTION:** How many Databases will need to be converted?  
**RESPONSE:** Four (4) databases will be converted.
6. **QUESTION:** Does the Court want to see optional pricing for items like Online Dispute Resolution?  
**RESPONSE:** Not at this time.
7. **QUESTION:** How many users will utilize the new system?  
**RESPONSE:** Chatham County Probate Court is requesting 21 staff positions plus one Judge for 2021. This does not account for the many members of the public who will submit applications through the case management system.
8. **QUESTION:** Does the Probate Court have the need for their paper files to be digitized before going live? If so, can you provide a quantity estimate of paper documents, microfilm and Microfiche?  
**RESPONSE:** Digitizing paper files is not included in the Request for Proposal.
9. **QUESTION:** Is the Probate Court interested in enhancing their data provided to the public? Our company allows for the Chatham County website to show searchable graphs of information from the CMS/DMS system ex: "Case Close rate/ration", etc.  
**RESPONSE:** Not at this time.

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**THE RFP DUE DATE REMAINS: 5:00PM, JUNE 1, 2021**

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

5/27/21  
DATE

  
MARGARET H. JOYNER, PURCHASING DIRECTOR  
CHATHAM COUNTY, GEORGIA