

# ATTACHMENT F

## STATEMENT OF WORK

**Project Title:** Sentencing Entry Template Project – Option 2 (1 Year – Continued Development & Engagement)

**Project Description:**

This project will start anew with maintaining a web application, and a suite of helper applications, to maintain and support the use of uniform templates in generating sentencing, disposition, and related entries for common pleas courts across Ohio. The project will include enhancements to entry generation, integration of case information, integration of the Ohio Revised Code, and engagement of stakeholders to support the integrity of case information and training for staff and judges.

**Project Duration:** Oct 1, 2023, or upon signing to June 30, 2024

**Budget:** The total cost of the project is \$400K to be paid according to the following schedule:

- Upon signing: 25%
- December 1, 2023: 25%
- March 1, 2024: 25%
- May 1, 2024: 20%
- June 1, 2024: 5%

**Project Tasks**

**1. Uniform Templates Maintenance**

- Maintain and update the various versions of the Ohio Criminal Sentencing Commission (OCSC) uniform templates for sentencing, disposition, alternate disposition, competency, not guilty by reason of insanity, and good civics forms.
- Maintain a collaborative process with the commission staff to review and implement changes to the uniform templates.
- Implement updates to the template data structure and interface as needed.
- Update pre-filled templates with new template versions.
- Implement updates to migrate pre-filled templates with new versions.
- Implement enhancements to support system efficiency.
- Collaborate with the commission staff to address any new issues related to the uniform templates.

**2. Entry Generation Enhancements**

- Maintain and enhance the application that enables common pleas judges and their staff to use the uniform templates and generate case-specific entry in Word document.
- Maintain and enhance the feature to manage visiting judges.
- Enhance the feature to associate accurate detailed information about the Ohio Revised Code charged in the case.
- Develop a feature to provide support to judges for the different sections of the template based on the Ohio Revised Code and entries in other forms.
- Enhance the configuration tool to enable judges to customize the entry format and data.

- Enhance the ability to retrieve case information from the court's case management system through the Ohio Courts Network (OCN).
- Maintain updates to the application based on feedback from the users and the commission staff.
- Maintain and enhance additional features to provide guidance and support to judges in implementing the Ohio Revised Code. For example, sentencing calculator, and review of sentencing factors.

### **3. Case Integration Enhancements**

- Enhance the tool that imports case information from OCN for use in the generation of the entry.
- Develop a process to identify and resolve case information mismatch between the case management system and OCN to ensure the accuracy and integrity of the case information.
- Collaborate with the commission staff to address any additional integration requests as needed.

### **4. Ohio Revised Code Integration**

- Maintain and enhance the accuracy and integrity of the ORC information.
- Maintain and enhance a tool to deliver detailed information of the ORC to the application to enhance the use of the uniform templates.
- Develop a feature to enhance and report on the use of the Ohio Revised Code in the entries.
- Collaborate with the commission staff to address new requests from users as needed.

### **5. Users Support**

- Maintain user account management by creating, removing, and updating users.
- Maintain password self-service for users to reset their passwords as needed.
- Manage service desk agents to receive users' requests and address it.
- Enhance the help page and provide new support information as needed.
- Develop a self-registration feature and other tools to enhance the access and use of the application.
- Provide a monthly operations report to the commission staff.
- Collaborate with the commission staff to address new requests from users as needed, such as new user roles or permissions.

### **6. Stakeholders Engagement**

- Advance the engagement with stakeholders to enhance the integrity of the use of the uniform templates.
- Engage with individual Judges through meetings and site visits.
- Engage with the Clerk of Courts Association to ensure integrity of the case information in the Case Management System and Ohio Courts Network.
- Engage with the Ohio Judicial Conference to develop and deliver training.
- Engage with the Ohio Common Pleas Judges Association for guidance on the system and its enhancements.
- Collaborate with the commission staff to identify and engage with other stakeholders as needed.

### **7. System and Application Maintenance**

- Maintain the servers and network needed for the development, staging, and production environments.
- Maintain source code repository.
- Maintain the ticketing system to receive issues and requests for enhancements.

