

ATTACHMENT F

STATEMENT OF WORK

Project Title: Sentencing Entry Template Project – Option 1 (1 Year – Maintenance)

Project Description:

This project will start anew with maintaining a web application that:

- 1) Maintains the Ohio Criminal Sentencing Commission (OCSC) uniform templates for sentencing, disposition, alternate disposition, competency, not guilty by reason of insanity, and good civics forms. This includes updating the form versions and maintaining the prefilled template for each form.
- 2) Enables common pleas judges and their staff to use the uniform templates and generate case-specific entry in Word document. This includes ability to import case information from the Ohio Courts Network (OCN) or enter case information, the ability to edit case information, ability to customize the format of the Word document, ability to manage visiting judges, ability to associate accurate detailed information about the Ohio Revised Code charged in the case and provide service desk support.
- 3) Maintains the Ohio revised code data as needed.

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

Budget: The total cost of the project is \$210K to be paid according to the following schedule:

- Upon signing: 25%
- December 1, 2023: 25%
- March 1, 2024: 25%
- May 1, 2024: 20%
- June 30, 2024: 5%

Project Tasks

1. Uniform Templates Maintenance

- 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.
- Maintain templates versions.
- 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

- Maintain a web application that generates entries based on the uniform templates in the format of Word documents.
- Maintain configuration tool to enable judges to customize the entry format and data.
- Maintain 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 additional features to provide support to judges in implementing the Ohio Revised Code. For example, sentencing calculator, and review of sentencing factors.

