



Change Request

Legal Entity:	<u>Harris Corrections Solutions Inc</u>	Change Request Number:	<u>CR-006</u>
Prepared By:	<u>Lori Mercer</u>	Date:	<u>10/07/2024</u>
Project:	<u>Douglas County Pretrial Management System</u>	Phase:	<u>Configure</u>

CUSTOMER NAME AND ADDRESS	CUSTOMER CONTACT NAME AUTHORIZED TO REQUEST CHANGE
Douglas County Government 100 Third Street Castle Rock, CO 80104	John Huber jhuber@douglas.co.us
PROJECT MANAGER	CONTRACT NUMBER
Glenn DeRoy	MSA 2023-2028
REQUEST DATE	REQUESTED BY:
09/27/2024	Craig Vacura

CHANGE TYPE – CHECK ALL APPLICABLE

X	Requirements		Design		Training
	Schedule		QA/Test	X	Estimate

PAYMENT TYPE – SOURCE

X	Fixed Price		Time and Materials
	Contract Amendment		

CHANGE INFORMATION:

PROPOSED CHANGE SUMMARY DESCRIPTION
<p>This Change Request constitutes an addendum and/or amendment to the Statement of Work dated 11/13/2023, <i>Douglas County Pretrial Management System</i> and is governed by the MSA dated 11/13/2023 between <i>Douglas County and HCOR</i>.</p> <p>This document addresses the following changes in project scope:</p> <ol style="list-style-type: none"> 1. Report and Template Reconciliation 2. Data Migration for P2B Tables 3. Data Migration for GPS / Victim Exclusions 4. Loading Documents and Images 5. Adjustment of Year 1 Support Fees <p>1) Report and Template Reconciliation</p> <p>This change addresses a change in the number and names of:</p> <ol style="list-style-type: none"> a. Reports b. Templates



The table below summarizes the changes in the number of Reports and Templates in scope:

	Original #		Removed (incl. ComCor)	=	Actual	+	Added to Scope	=	Revised Totals
Reports	<i>SOW and Requirements</i> 50	-	31	=	19	+	12	=	31
Templates	27	-	2	=	25	+	7	=	32
Total	77							Total	63
Difference	14								

The table below provides the details of the changes in scope for Reports and Templates and includes changes to the report/template names if applicable.

REPORTS		
#	SOSA Name	Provided Name
1	Daily Transaction Report / Reconciliation Report	Daily Transaction Reconciliations Cash Daily Transaction Credit Cards
2	Payment Vendor Reconciliation Report	Payment Vendor Reconciliation Report
3	Account Transaction History (client assessed fees/ payment history)	Account Transaction History (client assessed fees/ payment history)
4	Case/Workload Management Report	Case/Workload Management Report
5	Client Termination List	Client Termination List
6	FTA List	FTA List
7	Monthly Case Review	Monthly Case Review
8	Outstanding Debt	Outstanding Debt
9	Recidivism	Recidivism (Ad-hoc Report)
10	Statistical Comparison	Statistical Comparison
11	Statistical Overview	Statistical Overview
12	Supervision Demographic & Statistics	Supervision Demographic & Statistics (Ad-hoc Report)
13	In-Home Statistical Report	DB IHD Statistical Report New Cases
14	Client Intake List	SUP Client Intake List
15	Client Intake Report	Client Intake Report (Global Report)
16	Monthly Intake Report	Monthly Intake Report (Global Report)
17	Bond Condition List	Bond Condition List
18	Bond Statistics	Bond Statistics
19	MOP Statistics (Phase I, II, III)	MOP Count
20	Client Days in Jail	Client Days in Jail (Ad-hoc Report) PTRS
21	Client days under supervision	Client days under supervision
22	New Supervision Clients	New Supervision Clients
23	Pretrial Services Annual Report to State Judicial Department	State Report - PTRS Involvements
24	Pre-Trial Supervision Time	PTRS Count Prior Supervision Period
25	Rearrest Report / Query	Rearrest Report / Query (Ad-hoc Report) PTRS
26	Agency Comments	Agency Comments (Report)
27	Agency Status List	Agency Status List
28	Agency Tally	Agency Tally Hours Completed
29	Service Agreement Report	Service Agreement Report
30	Special Creative Placement List	AC Special Creative Placement List
31	Annual Activity Summary	Annual Activity Summary
32	Approval/Denial	ISP Approval/Denials
33	Clients with No Board Review Scheduled	Clients with No Board Review Scheduled
34	Eligible Cases	CC Approved/Elig Waitlist Status
35	Eligible List Transition Clients	CC Transition App/Elig by review date
36	Eligible Without Review Diversion Clients	CC Eligible Without Review
37	Eligible Without Review Transition Clients	CC Transition Eligible Without Review
38	Escape List	Escape List



39	Participation Summary	Board Member Participation Summary
40	Placement Review	Placement Review
41	Board Primary Rejection List	Primary Rejection List
42	Quarterly Primary Rejection List	Primary Rejection List
43	Record of Action Transition Clients	Record of Action Transition Clients
44	Referral Breakdown	Referral Breakdown
45	Review List	Review List
46	Reviewal Approved 12 months	Reviewal Approved 12 months
47	Statistical Comparison of all Eligible Without Review cases CC	Statistical Comparison of all Eligible Without Review cases
48	Voting results report	Voting results report
49	Waiting List	Waiting List
50	Termination Report IHD (Global Report)	IHD All Terminations by Term Status

# Reports – Removed from Scope			
1	Monthly Case Review	6	Monthly Intake Report
2	Recidivism	7	Client Days in Jail
3	Supervision Demographic & Statistics	8	Pre-Trial Supervision Time
4	In-Home Statistical Report	9	Rearrest Report / Query
5	Client Intake Report	10	Agency Comments

# ComCor Reports (Removed from Scope)			
1	Annual Activity Summary	12	Primary Rejection List (Quarterly Primary)
2	ISP Approval/Denials	13	Record of Action Transition Clients
3	Clients with No Board Review Scheduled	14	Referral Breakdown
4	CC Approved/Elig Waitlist Status	15	Review List
5	CC Transition App/Elig by review date	16	Reviewal Approved 12 months
6	CC Eligible Without Review	17	Statistical Comparison of all Eligible Without Review cases
7	CC Transition Eligible Without Review	18	Voting Results Report
8	Escape List	19	Waiting List
9	Board Member Participation Summary	20	Statistical Comparison
10	Placement Review	21	Statistical Overview
11	Primary Rejection List (Board Primary)		

# Reports - Added to Scope			
1	SUP My Clients with Court Next Week	7	Intakes Completed
2	Sup My Clients with Fees Due	8	SUP All Caseload
3	CS My Non-Compliant Clients	9	SUP My Clients Without an Intake
4	CS My Clients Terming Soon	10	UPS Agency List-14 Over
5	Community Service Agency Referrals (30.73)	11	SUP My Active Clients - Overview Report
6	SUP All Clients QQ	12	MOP (Multiple Offense) All Terminated

TEMPLATES		
#	SOSA Name	Provided Name
1	Agency Referral Letter	CS Agency Referral Letter
2	Application to Revoke	Application to Revoke
3	Arrest Warrant	IHD Arrest Warrant
4	Bond Report	Bond Report
5	Client UPS Monitor form	CS Monitor Form
6	Client UPS Service agreement	CS Service Agreement
7	Client's condition of service form	CS Remote Intake form
8	Failure to appear (FTA)	PTRS FTA Recovery
9	Generate Payment Receipt	Payment Receipt
10	GPS Client detail	PTRS GPS Def
11	Home Site Field Sheet	IHD Home Site Field Sheet
12	In-Home Detention / Update Report	CS Update Report
13	Inter-County Referral	CS Inter County Referral
14	No Contact Letter	No Contact Letter
15	Non-compliant letter	PTRS Non-Compliant Letter or NC Letter



16	Non-Compliant Term Report	CS Non-Compliant Term Report
17	Notice of Surety	PTRS Notice to Surety
18	Placement Notification	Placement Notification CC
19	Record of Action	Record of Action CC
20	Status/Transition (Phase I, II, III, IV Report)	MOP Status Transition
21	Successful Termination	CS Successful Termination (UPS)
22	Successful Termination	IHD Successful Termination
23	Supervision non-compliant letter	Court Compliance PTRS/ PTRS Supervisory Report
24	Travel Permit	PTRS Travel Permit
25	Update Report	IHD Update Report
26	Warrant Request (Phase I, II, III, IV Report)	MOP Warrant Request
27	PTRS Provider Referral Letter	PTRS Provider Referral Letter

#	Templates – Removed from Scope
1	No Contact Letter
2	Non-Compliant Letter

#	Templates - Added to Scope
1	IHD Order Warrant
2	PTRS Sentencing Report
3	PTRS Victim Information Report
4	CS Full Intake Forms
5	Promissory Note PTRS & CS
6	Promissory Note IHD
7	CS Out of State Referral

In summary, there is a net reduction in scope of 16 Reports/Templates.

2) Data Migration for P2B Tables

This change addresses the change in scope resulting from the conclusion of the Discovery Phase of the project implementation (note – CR001 previously added P2A tables to the scope of Data Migration).

This change increases the data migration scope of the project by adding the P2B tables listed below. These tables will be migrated from Douglas County’s legacy pretrial application to Pretrial360, specifically those tables defined as:

- a. P2B Tables Legacy
- b. P2B Tables Transactional

ID	P2B Data Migration Tables	Type	Migration type
1	Travel Request	Transactional	Standard Migration
2	Electronic Alcohol Monitoring	Transactional	Standard Migration
3	Oral Swab_c	Transactional	Standard Migration
4	Breath Analysis_c	Transactional	Standard Migration
5	UA_BA_Condition_Tracking_c	Transactional	Standard Migration
6	Re Arrest_c	Transactional	Legacy
7	Schedule_c	Transactional	Legacy

The process to migrate the tables identified above is:

- Create mapping document
- Conduct mapping sessions & mapping approval
- 3 Views and 1 stored procedure for transformations
- SSIS package to stage and insert
- Conduct iterative validation and remediation rounds



Douglas County will provide mapping validations and approval of data migrated,

3) Data Migration for GPS/ Victim Exclusions Tables

This change addresses the migration of the GPS / Victim Exclusions data tables that have been identified as a critical item for Douglas County.

ID	Data Migration Table	Type	Migration type
1	Exclusion_c (GPS/Victim Exclusion)	Transactional	Standard Migration

The process to migrate the table identified above is:

- Create mapping document
- Conduct mapping sessions & mapping approval
- 3 Views and 1 stored procedure for transformations
- SSIS package to stage and insert
- Conduct iterative validation and remediation rounds

Douglas County will provide mapping validations and approval of data migrated,

4) Upload Legacy Documents and Images

This change addresses a request to upload legacy Documents and Images (mugshots) into SharePoint and enable a link to the appropriate SharePoint document from Pretrial360.

Data Migration Tables	Type
Images for Mugshots	Image Attachment
Documents for Involvement	Documents to SharePoint
Documents for Judicial Case	Documents to SharePoint
Documents for Bond Interview c	Documents to SharePoint
Documents for Community Service Tracking	Documents to SharePoint

HCOR will build and QA the required processes to enable Documents and Images (mugshots) to be uploaded into the Pretrial360 environment. Douglas County will provide review and approval of documents and images uploaded. The total number of documents will not surpass 180K and 30K mugshot images.

5) Adjustment of Year 1 Support Fees

Year 1 Support fees will be adjusted to reflect the change in go-live date that was previously documented in CR002.

COMPLETION DATE





- 1) Reports and Templates Reconciliation, requirement does not impact the project's final go-live date.
- 2) Data Migration for P2B Tables are not required for Pretrial go-live (currently scheduled for late November). However, Douglas County desires to have this change delivered as soon as possible after go-live. HCOR will confirm the delivery schedule for these changes no later than October 14, 2024.
- 3) The migration of the GPS / Victim Exclusion data tables is required for go-live and will be included in the delivery schedule following approval of this CR by Douglas County.
- 4) Loading Documents and Images are not required for Pretrial go-live (currently scheduled for late November). However, Douglas County desires to have this change delivered as soon as possible after go-live. HCOR will confirm the delivery schedule for these changes no later than October 14, 2024.

JUSTIFICATION AND IMPACT OF PROPOSED CHANGE

This Change Request is being submitted to capture changes in scope that have occurred throughout the project. There is no change to the project schedule resulting from the changes identified above (note that P2B table migration and loading of Documents and Images will be delivered as soon after go-live as possible as noted above). Changes to project costs are identified below.

DELIVERABLES / TASKS

- The Report and Template deliverables will be adjusted to reflect the agreed-upon in-scope Reports and Templates as reflected in this CR.
- Migrate the additional P2B data tables identified above (as soon after go-live as possible).
- Migrate the GPS / Victim Exclusions data table identified above for go-live.
- Load Documents and Images (mugshots) as identified above (as soon after go-live as possible).



PRICE AND PAYMENT SCHEDULE FOR PROPOSED CHANGE

The table below summarizes the price and payment schedule for the 5 change-in-scope items described in this Change Request:

#	Description	Payment schedule	Price
1	Reports & Template Reconciliation	NA – credit	(\$18,365)
2	Migrate additional P2B Tables	December 15 th , 2024 (will be invoiced as a stand-alone milestone)	\$21,780
3	Migration GPS / Victim Exclusion Table	TBD	\$7,980
4	Loading Documents and Images	December 15 th , 2024 (will be invoiced as a stand-alone milestone)	\$15,840
5	Adjustment of Year 1 Support Fees	NA – credit	(\$7,920)
Net Cost of CR004			\$19,315

ALTERNATIVES

N/A

RISK EVALUATION

N/A

Services defined herein are governed by the terms and conditions of the Master Services Agreement and any applicable Statement of Work. Both parties agree to the Statement of Work changes as defined above. Work will be scheduled as required after change request CR002 (which extended the go-live date to November 20, 2024) between Douglas County and Harris Corrections.

When approved by both parties, each Change Request becomes a Change Order.

Agreed to by:

DS
TC

DocuSigned by:
John Huber
Customer Signature

John Huber
Printed Name

10/22/2024
Date

Harris Corrections Solutions Inc Kerry Lynn
Legal Entity Signature

Kerry Lynn, Executive Vice President
Printed Name

October 9, 2024
Date

THANK YOU FOR YOUR BUSINESS!



DOUGLAS COUNTY, COLORADO REQUEST FOR PURCHASE ORDER CHANGE

PO NUMBER	2023942	VENDOR NAME	Harris Corrections
PO BALANCE	\$388,136.00		2429 Military Rd. #300
REFERENCE:	SVRQ0056323		Niagara Falls, NY 14304

****ENTER DOLLARS AND CENTS****

G/L ACCOUNT # BUSINESS UNIT/OBJECT	LINE TYPE	ORIGINAL PO AMOUNT	NET \$\$ OF PREVIOUS CHANGE ORDERS	INCREASE (DECREASE)	TOTAL PO AMOUNT
800900.443600		\$995,692.00	\$87,492.00	\$19,315.00	\$1,102,499.00
TOTALS		\$995,692.00	\$87,492.00	\$19,315.00	\$1,102,499.00

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MEETING DATE

CHANGE ORDER REQUIRES FURTHER DISCUSSION & SIGNATURES AND IS THEREFORE ON THE BOCC STAFF MEETING AGENDA, AS SPECIFIED ABOVE

DIVISION:	INFORMATION TECHNOLOGY	REQUESTED BY:	Craig Vacura
REASON FOR CHANGE:	Changes in scope: Reduce reports, increase data migration, add document migration, and credit for unused support fees.		
SIGNATURE:	 <small>DocuSigned by: A705DA1426E9438...</small>	DATE:	10/22/2024

NOTE #1: REQUIRES APPROVAL OF THE COUNTY MANAGER

a) If this change order, in addition to any previous change orders, increase the total purchase order amount to \$25,000 or more, or;

b) When this change order increases the total amount of the purchase order and the amount of the original purchase order was issued for \$100,000 or more (and approved by two (2) Commissioners at an official business meeting).

NOTE #2: REQUIRES APPROVAL OF THE COUNTY MANAGER AND TWO (2) COUNTY COMMISSIONERS

a) If this change order is in the amount of \$100,000 or more, or;

b) If this change order, in addition to any previous change orders, increase the total purchase order amount to \$100,000 or more.

COUNTY MANAGER: _____	DATE: _____
COUNTY COMMISSIONER: _____	DATE: _____
COUNTY COMMISSIONER: _____	DATE: _____

PURCHASING REVIEW: _____	DATE: _____
BUDGET REVIEW: _____	DATE: _____
ENTERED BY: _____	DATE: _____