

**RUTHERFORD COUNTY, TENNESSEE  
BUDGET AMENDMENT REQUEST  
GENERAL FUND**

Requesting Department: Circuit Court Clerk  
 Signature of Department Head: Melissa Harrell *Melissa Harrell / Circuit Court Clerk*  
 Date Requested: 3-Aug-16  
 Approved By: Ernest Burgess  
 Date Approved: 8/3/16

Account No. & Description	Original Budget	Amended to Date	Actual to Date	Requested Increase	Requested Decrease	Amended Appropriation
101-34620 Committed for Admin. Of Justice	\$ 250,000	\$ 250,000	\$ -		\$ 233,000	\$ 17,000
101-53100-317 DP Services	100,600	100,600	88,548	8,000		108,600
101-53100-706 Data Processing Equipment	21,000	21,000	-	225,000		246,000
						-
						-
						-
						-
				233,000	233,000	-

**EXPLANATION FOR ABOVE AMENDMENT REQUEST**

The amendment is requested to use available amounts from funds Committed for Administration of Justice for the purchase of new software for Circuit Court Clerk. The new software is known as TnCIS (Tennessee Courts Information System) . TnCIS provides clerks with an automated case management system that reduces paperwork, processes fee collections and improves record keeping and timeliness of case management. The TnCIS system helps clerks efficiently manage the courts time, while also providing more uniform and accurate court data thats more easily accessible to the public, law enforcement and other state agencies.

**Finance Department Use Only**

Date Posted: \_\_\_\_\_  
 Posted By: \_\_\_\_\_



**Sales Proposal**  
**For**  
**Rutherford Co Circuit**  
**Tuesday, August 2, 2016**

**Proposal Information**

If you are receiving this proposal for budgetary purposes, please add 10% to the final proposal cost to cover any fiscal year increases.

\*The following sales proposals are designed to be purchased as a package deal:

\*Rutherford Co Circuit Court - 26960

\*Rutherford Co General Sessions Court- 26961

\*Rutherford Co Juvenile Court - 26962

\*An increase in the number of logins could require additional licenses at additional cost.

\*This sales proposal does not include any hardware. Rutherford County is responsible for all hardware and networking. Please see the attached hardware specification sheet for hardware requirements to run the TnCIS software.

\*TnCIS requires laser printers. Dot matrix and line printers are not compatible with TnCIS.

\*All printers are required to have a direct network connection. Printers connected to a workstation may not have the ability to print from the TnCIS software efficiently.

\*LGC cannot guarantee existing printers will work properly. The printers LGC sells are the HP m402n for receipt printing and the HP m604n for report printing.

\*A network drop is required for each location utilized by a laptop or workstations. The TnCIS server does not possess the ability of a wireless connection.

\*LGC is not responsible for any network connectivity or speed issues regarding any equipment not purchased from LGC.

\*Any necessary wiring and network cabling is the responsibility of Rutherford County. LGC personnel do not install wire or network cable.

\*For report printing purposes, Microsoft Word is required to be loaded on each workstation.

\*Each workstation requires a Windows Server Client Access License and a SQL Client Access License. LGC requires 2 more Windows Server Client Access Licenses than the number of available workstations for support connections.

\*LGC's sales proposals do not include any networking installation, network support, or the oversight of connectivity in your office. Rutherford County is responsible for all communication connections including network connections and internet access.

\*Gigabit routers and switches are required for the TnCIS software to print efficiently. Rutherford County is responsible for ensuring that all existing routers and switches are gigabit speed.

\*Thin Clients or ANSI terminals will not work with TnCIS.

\*Please contact TOPS Business Systems for pricing on all forms (receipts, checks, etc.). The contact is Jim Thompson or Jamie Thompson at 1-877-895-2284. LGC cannot guarantee any existing forms will work with the TnCIS software.

\*TnCIS Software runs on a SQL database, which must be purchased in order to use TnCIS. SQL is server specific. You are not required to purchase it for each software package.

\*A SQL CAL is required for any workstation needing access to TnCIS.

\*LGC's software sales proposal does not include the conversion cost of converting the existing images. If a conversion of existing images is required, LGC would require some sample electronic data to determine the cost of the conversion.

\*Conversion of existing financial and case management data is available if we are provided the proper file layouts from your current vendor. The included conversion costs are only estimates.

<b>Application Software Windows Multi-User</b>	
TnCIS Document Production/Admin *Annual use and remote software fee is \$935.00.	1,105.00
TnCIS Civil/Criminal *Annual use and remote software fee is \$9,860.00.	11,390.00
TnCIS Financials *Annual use and remote software fee is \$1,020.00.	11,985.00
TnCIS Investments *Annual use and remote software fee is \$0.00.	4,250.00
TnCIS Child Support *Annual use and remote software fee is \$1,700.00.	8,415.00
TnCIS Jury Selection *Annual use and remote software fee is \$935.00.	4,250.00
TnCIS Web Inquiry - Subscription Service *Annual use and remote software fee is \$3,910.00.  *TnCIS Web Inquiry - Subscription Service includes the Public Access Service at no additional cost.  *Refer to TCA code 10-7-123 for guidelines prior to implementing this service.  *If accepting online payments, please refer to TCA code 47-10-119 for guidelines prior to implementing the service.  *If collecting online payments, your online payment vendor's file layout must be compatible with LGC's interface.  Vendor's we currently work with include:  Business Information Systems Joel Emory joel.emory@bisonline.com 866.514.5192  Sturgis Web Services Rick Sturgis rsturgis@sturgiswebservices.com 866.219.1476	0.00
Nextgen Document Management *Annual use and remote support fee is \$5,780.00	9,690.00

<b>Application Software Windows Multi-User</b>	
Nextgen DM Forms Manager	2,380.00
*TN county offices and boards of education must send a letter to the comptroller of the treasury requesting permission to use electronic signatures before use of this product. * Includes (2) forms. Additional forms may be purchased at \$80.00 each. *Annual use and remote support fee is \$850.00. *This cost includes remote software installation and training.	
Nextgen DM Report Manager	1,020.00
*Annual use and remote support fee is \$595.00.	
<i>Application Software Windows Multi-User</i>	<b>54,485.00</b>
<b>Total Software Cost</b>	<b>54,485.00</b>

<b>Estimated Conversion</b>	
(1) Estimated Conversion of Case Management Data	2,000.00
(1) Estimated Conversion of Financial Data	2,000.00
<i>Estimated Conversion</i>	<b>4,000.00</b>
<b>Total Estimated Conversion Cost</b>	<b>4,000.00</b>

<b>Sub-Total Cost:</b>	<b>\$54,485.00</b>
<b>Estimated Conversion Cost:</b>	<b>\$4,000.00</b>
<b>Total Proposal Cost:</b>	<b>\$58,485.00</b>

Prices are good for thirty (30) days. Contact the Marketing Department for price renewal.

<b>Annual Use and Support Fee:</b>	<b>\$25,585.00</b>
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\* This Annual Use and Support Fee is not included in the proposal cost listed above and will be prorated from the date of installation through the end of the current fiscal year.

**Annual Use and Support Fee**

Annual Use and Support Fees for each software package will be billed after the first day of training. If LGC's software is installed on third party hardware, additional charges may apply. *Annual Use and Support Fees are due on July 1st of each year and are prorated from the first day of training through the end of June of the current fiscal year. Software use and support fees are based on the current year's support rate and are subject to change July 1st of each year. Full software use and support fees recur annually.*

**Software, Installation, and Training**

Software, installation, and training charges for each package will be billed after the first day of setup.

**Software Conversion**

Standard conversion for existing files is available for most software packages if we are provided the proper file layouts and data from your current vendor. The standard software conversion is billed at a rate of \$100 per hour not to exceed \$2,000 per software package. The scope of the standard software conversion will be limited to basic information that is required to perform rudimentary functions of the system. Additionally, it may be necessary for the end user to perform certain manual data cleanup. Additional charges will apply for an enhanced conversion of historical and/or peripheral data related to detailed history, transactions, supplementary information, and other data that is not considered basic. Conversion to Nextgen Document Management software may require additional charges. All conversion services will be scheduled as resources become available. For more information regarding the conversion of your existing data files, please contact our Marketing Department.

**Third Party Hardware**

If LGC's software is installed on third party hardware, additional charges may apply.



**Sales Proposal**  
**For**  
**Rutherford Co General Sessions**  
**Tuesday, August 2, 2016**

**Proposal Information**

If you are receiving this proposal for budgetary purposes, please add 10% to the final proposal cost to cover any fiscal year increases.

\*The following sales proposals are designed to be purchased as a package deal:

\*Rutherford Co Circuit Court - 26960

\*Rutherford Co General Sessions Court- 26961

\*Rutherford Co Juvenile Court - 26962

\*An increase in the number of logins could require additional licenses at additional cost.

\*This sales proposal does not include any hardware. Rutherford County is responsible for all hardware and networking. Please see the attached hardware specification sheet for hardware requirements to run the TnCIS software.

\*TnCIS requires laser printers. Dot matrix and line printers are not compatible with TnCIS.

\*All printers are required to have a direct network connection. Printers connected to a workstation may not have the ability to print from the TnCIS software efficiently.

\*LGC cannot guarantee existing printers will work properly. The printers LGC sells are the HP m402n for receipt printing and the HP m604n for report printing.

\*A network drop is required for each location utilized by a laptop or workstations. The TnCIS server does not possess the ability of a wireless connection.

\*LGC is not responsible for any network connectivity or speed issues regarding any equipment not purchased from LGC.

\*Any necessary wiring and network cabling is the responsibility of Rutherford County. LGC personnel do not install wire or network cable.

\*For report printing purposes, Microsoft Word is required to be loaded on each workstation.

\*Each workstation requires a Windows Server Client Access License and a SQL Client Access License. LGC requires 2 more Windows Server Client Access Licenses than the number of available workstations for support connections.

\*LGC's sales proposals do not include any networking installation, network support, or the oversight of connectivity in your office. Rutherford County is responsible for all communication connections including network connections and internet access.

\*Gigabit routers and switches are required for the TnCIS software to print efficiently. Rutherford County is responsible for ensuring that all existing routers and switches are gigabit speed.

\*Thin Clients or ANSI terminals will not work with TnCIS.

\*Please contact TOPS Business Systems for pricing on all forms (receipts, checks, etc.). The contact is Jim Thompson or Jamie Thompson at 1-877-895-2284. LGC cannot guarantee any existing forms will work with the TnCIS software.

\*TnCIS Software runs on a SQL database, which must be purchased in order to use TnCIS. SQL is server specific. You are not required to purchase it for each software package.

\*A SQL CAL is required for any workstation needing access to TnCIS.

\*LGC's software sales proposal does not include the conversion cost of converting the existing images. If a conversion of existing images is required, LGC would require some sample electronic data to determine the cost of the conversion.

\*Conversion of existing financial and case management data is available if we are provided the proper file layouts from your current vendor. The included conversion costs are only estimates.

<b>Application Software Windows Multi-User</b>	
TnCIS Document Production/Admin *Annual use and remote software fee is \$935.00.	1,105.00
TnCIS Civil/Criminal *Annual use and remote software fee is \$9,860.00.	11,390.00
TnCIS Financials *Annual use and remote software fee is \$1,020.00.	11,985.00
TnCIS Investments *Annual use and remote software fee is \$0.00.	4,250.00
TnCIS Web Inquiry - Subscription Service *Annual use and remote software fee is \$3,910.00.  *TnCIS Web Inquiry - Subscription Service includes the Public Access Service at no additional cost.  *Refer to TCA code 10-7-123 for guidelines prior to implementing this service.  *If accepting online payments, please refer to TCA code 47-10-119 for guidelines prior to implementing the service.  *If collecting online payments, your online payment vendor's file layout must be compatible with LGC's interface.  Vendor's we currently work with include:  Business Information Systems Joel Emory joel.emory@bisonline.com 866.514.5192  Sturgis Web Services Rick Sturgis rsturgis@sturgiswebservices.com 866.219.1476	0.00
Nextgen Document Management *Annual use and remote support fee is \$5,780.00.	9,690.00
Nextgen DM Forms Manager *TN county offices and boards of education must send a letter to the comptroller of the treasury requesting permission to use electronic signatures before use of this product. * Includes (2) forms. Additional forms may be purchased at \$85.00 each. *Annual use and remote support fee is \$850.00. *This cost includes remote software installation and training.	2,380.00

<b>Application Software Windows Multi-User</b>	
Nextgen DM Report Manager	1,020.00
*Annual use and remote support fee is \$595.00.	
<i>Application Software Windows Multi-User</i>	41,820.00
<b>Total Software Cost</b>	<b>41,820.00</b>

<b>Estimated Conversion</b>	
(1) Estimated Conversion of Case Managment Data	2,000.00
(1) Estimated Conversion of Financial Data	2,000.00
<i>Estimated Conversion</i>	4,000.00
<b>Total Estimated Conversion Cost</b>	<b>4,000.00</b>

<b>Sub-Total Cost:</b>	<b>\$41,820.00</b>
<b>Estimated Conversion Cost:</b>	<b>\$4,000.00</b>
<b>Total Proposal Cost:</b>	<b>\$45,820.00</b>

Prices are good for thirty (30) days. Contact the Marketing Department for price renewal.

<b>Annual Use and Support Fee:</b>	<b>\$22,950.00</b>
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**Software, Installation, and Training**

Software, installation, and training charges for each package will be billed after the first day of setup.

**Software Conversion**

Standard conversion for existing files is available for most software packages if we are provided the proper file layouts and data from your current vendor. The standard software conversion is billed at a rate of \$100 per hour not to exceed \$2,000 per software package. The scope of the standard software conversion will be limited to basic information that is required to perform rudimentary functions of the system. Additionally, it may be necessary for the end user to perform certain manual data cleanup. Additional charges will apply for an enhanced conversion of historical and/or peripheral data related to detailed history, transactions, supplementary information, and other data that is not considered basic. Conversion to Nextgen Document Management software may require additional charges. All conversion services will be scheduled as resources become available. For more information regarding the conversion of your existing data files, please contact our Marketing Department.

**Third Party Hardware**

If LGC's software is installed on third party hardware, additional charges may apply.



**Sales Proposal**  
**For**  
**Rutherford Co Juvenile**  
**Tuesday, August 2, 2016**

**Proposal Information**

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\*Rutherford Co Circuit Court - 26960

\*Rutherford Co General Sessions Court- 26961

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\*Each workstation requires a Windows Server Client Access License and a SQL Client Access License. LGC requires 2 more Windows Server Client Access Licenses than the number of available workstations for support connections.

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<b>Application Software Windows Multi-User</b>	
TnCIS Document Production/Admin *Annual use and remote software fee is \$935.00.	1,105.00
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Nextgen DM Report Manager *Annual use and remote support fee is \$595.00.	1,020.00
<i>Application Software Windows Multi-User</i>	37,570.00
<b>Total Software Cost</b>	<b>37,570.00</b>

<b>Estimated Conversion</b>	
(1) Estimated Conversion of Case Management Data	2,000.00
(1) Estimated Conversion of Financial Data	2,000.00
<i>Estimated Conversion</i>	4,000.00
<b>Total Estimated Conversion Cost</b>	<b>4,000.00</b>

<b>Sub-Total Cost:</b>	<b>\$37,570.00</b>
<b>Estimated Conversion Cost:</b>	<b>\$4,000.00</b>
<b>Total Proposal Cost:</b>	<b>\$41,570.00</b>

Prices are good for thirty (30) days. Contact the Marketing Department for price renewal.

<b>Annual Use and Support Fee:</b>	<b>\$19,040.00</b>
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**Third Party Hardware**

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