

## ATTACHMENT G – OCMS FUNCTIONAL AND TECHNICAL REQUIREMENTS

### 1. GENERAL

- 1.1 This Functional and Technical Requirements Document describes the business and operational requirements for an Offender Case Management System (OCMS) that will be procured for Maryland's Department of Public Safety and Correctional Services (DPSCS). The business processes and technical parameters defined here will help fulfill the system's business objectives.
- 1.2 The functional requirements defined in this document were obtained during interviews with representatives from DPSCS functional areas including the Division of Pretrial and Detention Services (DPDS), the Division of Correction (DOC), the Division of Parole and Probation (DPP), and the Information and Technology Communications Division (ITCD). Relevant interviews were also conducted with Patuxent Institution (PATX) and Maryland Parole Commission (MPC). The nature and missions of these organizations will be discussed later in this document. In addition, Information Technology and Communications Division (ITCD) staff members of DPSCS contributed technical requirements to the set.
- 1.3 The functional and technical requirements document is intended to divide DPSCS into four agency stand alone Functional Units and to discuss each Functional Unit separately and explain what they do. These Functional Units correspond to those described in the RFP Section 1.1.3 and are: Arrest and Booking System (ABS) as a subset of DPDS, Pretrial Release Services Program (PRSP) as a subset of the DPDS, DOC and DPP. In general, most case processing activities are common to the four Functional Units specified. Consequently, in the discussions throughout this document, the Functional Units are cross-referenced with the following six high-level business functions that recur across DPSCS offender management business requirements: Intake, Planning, Assessment, Supervision, Management, and Closure.
- 1.4 The content of the functional categories discussed in this document was generated by business rules gathered during DPSCS agency interviews. Insofar as this document is a formal statement of the Contractor's software application's functional requirements, the Contractor's proposal as to how its software meets the functional requirements will be the OCMS to be delivered by the contractor. As a consequence, the Contractor's response to this Functional and Technical Requirements Document will be critical to later stages of the System Development Life Cycle (SDLC). It is used for the following:
  - Conducting a Detailed gap analysis after contract award
  - Designing and customizing the application system, as necessary
  - Evaluating the product in all subsequent phases of the life cycle
  - Determining the success of the project
- 1.5 The Offerors shall identify which features or functionality are or are not included in their core COTS package in their proposal and how required features would be added as explained in more detail below. It is important to note that this Attachment G fulfills two purposes:
  - For Offerors, the input in response to functional requirements presented in its technical proposal will be evaluated to determine the closest match to Department requirements "out-of-the-box." The technical ranking or "goodness" of a proposed software package will be measured in terms of the greatest compatibility with the Department's functional requirements. Said another way, a proposed OCMS will