**Attachment 2**

**Statement of Work**

Contractor shall provide a logical, physical design of a cloud-based data repository that gathers and displays Nevada Judiciary’s trial court data. The data must remain in compliance with applicable national data reporting standards (NODS and Justice Counts) and court performance measures. The design must account for how data is transmitted to the repository, stored, cleansed, and accessed. Details must be included of any messaging between systems. The data repository must:

1. Meet or include applicable NODS and Justice Counts data metrics;
2. Configure the frequency of data refreshes or updates to data elements;
3. Have role-based security for access to data, data visualization, and data reports;
4. Include data verification, data cleansing, and data quality controls that allow inaccurate data to be corrected and resubmitted.
5. Create and support various internal and external dashboards;
6. Link data by a single incident (e.g. case) and party (e.g. defendant); and
7. Integrate or replace existing interfaces and data exchanges (e.g. MCIJIS).

Contractor shall perform the services as described below. Specific details are discussed further in this Statement of Work section.

1. Implementation Services/Deliverables

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| **Services/Deliverables** |
| 1. **Project Initiation**
 |
| 1. **Requirements Analysis and/or Validation**
 |
| 1. **Solution Design Activities**
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### A. Project Initiation

The Contractor will provide project management for the duration of the project and will provide resources to execute all project management tasks, functions and activities. In addition, Contractor will maintain and update project entries and associated Work Products on a timely, regular, and ongoing basis.

**Objectives:**

1. Develop an understanding of the needs and challenges of the Nevada AOC in implementing a new case management solution.
2. Engage with AOC stakeholders and CMS Steering Committee to ensure understanding and build trust in the product and implementation team.

Contractor shall be responsible for the following Project Initiation activities and work products:

1. Project Initiation

| **Description**  | **Activities/Work Products** |
| --- | --- |
| **Project Initiation** | Project Management Plan |
| Risk and Issue Management Plans & Logs |
| Integrated Change Management Plan |
| Baseline Project Schedule |
| Deliverable Expectations Document(s) |

### B. Requirements Analysis

Contractor will review existing state data requirements and national model data requirements (i.e., National Open Data Standards and Justice Counts). Contractor must review and analyze data elements required for reporting by Nevada courts to Nevada Justice Partners (e.g., DPS, DMV, local law enforcement, Department of Health and Human Services); and develop recommended and required data elements for the data repository. The work may involve meeting with stakeholders and justice partners.

Objectives:

###### The Nevada Judiciary is charged with maintaining and reporting specific data elements. The Judiciary also seeks to include national reporting standards to be able to respond and add relevancy to national trends and analysis. Accordingly, the data repository design should include data elements required by law and those recommended based upon national standards and applicability to Nevada’s judicial system.

###### Define design-level requirements for the future-state solution that are based on stakeholder inputs and collaboration.

1. Requirements Analysis

|  |  |
| --- | --- |
| **Description**  | **Activities/Work Products** |
| **Requirements Analysis** | Baseline Project Schedule Update |
| Design Management Plan |
| Applicable Data Elements Plan |
| External System Integrations Plan |
| Deliverable Expectations Document(s) Update |

### C. Solution Design

Contractor will collect and review current-state data, hold visioning sessions with stakeholders, document and finalize design decisions, and verify completeness and accuracy. Additionally, Contractor will document and complete the Solution design and deliver final design specifications.

Objectives:

###### Provide AOC and appropriate stakeholders written updates on how the repository will look and function throughout the design and development process.

###### Follow an agreed methodology to clearly define design-level requirements for the future-state solution that are based on stakeholder inputs and collaboration.

###### Execute all necessary activities to provide the design Solution, including integrations with external systems where possible.

###### Contractor shall be responsible for the following activities/work products:

1. Solution Design

|  |  |
| --- | --- |
| **Description**  | **Activities/Work Products** |
| **Solution Design**  | Global Conceptual Design Documentation |
| Local Implementation Future-state Solution Documentation |