

Request for Proposal (RFP)
Court Management System
Issued By: Sandusky County, Ohio

Issue Date: November 10, 2025 **Deadline for RFP:** November 25, 2025 9:30am

1. Introduction

Sandusky County, Ohio is seeking proposals from qualified vendors to provide a comprehensive, modern Court Management System (CMS) to support court operations and departments.

2. Scope of Work

The CMS must include: Case management, adult probation, Jury management, Document scanning/imaging, e-Filing, e-Citation, Calendaring & scheduling, public records support, Ohio Supreme Court compliance, BCI compatible, must be inner active with website and capable of making online payments on the website migrating to the new system and secure the cloud.

3. Key Functional Requirements

- Case & docket management
- Adult probation
- Jury management
- Document scanning & management
- E-filing
- eCitation & law enforcement integration
- Calendaring & courtroom scheduling
- Secure public/attorney access options
- CJIS compliance

4. Vendor Requirements - Provide:

- Company background
- Ohio government experience
- Three government references
- Security documentation
- Implementation timeline and training plan

5. Submission Instructions - Submit proposals to

Sandusky County Commissioners

622 Croghan Street

Fremont, Ohio 43420

Deadline: November 25, 2025 no later than 9:30am

6. Evaluation Criteria

- Functionality & compliance
- Vendor experience
- Total cost of ownership
- Training & support

7. Timeline

- RFP Issued on November 10, 2025
 - Questions Due no later than November 18, 2025
 - Proposals Due no later than November 25, 2025 at 9:30am
- Bid will be awarded by December 1, 2025.