

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING FIRM



Design and Implementation of an Integrated Case Management System (ICMS) for the Citizen Security and Justice Programme

Institution: Inter-American Development Bank
Country: The Commonwealth of The Bahamas
Project: Citizen Security and Justice Project
Project Number: BH-L1033
Loan Number: 3499/OC-BH
Process/Bid No.: CSJP-205-LPI-B-3.1.8
Sector: Citizen Security
Deadline: March 26th 2020

The Ministry of Finance of the Commonwealth of The Bahamas has received financing from the Inter-American Development Bank (IDB), and intends to apply part of the proceeds to payments under the Citizen Security and Justice Project for a consulting firm to **Design and Implement an Integrated Case Management System (ICMS) for the Citizen Security and Justice Programme**. The Integrated Case Management System (ICMS) is intended to strengthen institutional capabilities of justice services. It is also the aim of the ICMS to transform and improve the efficiency and transparency of the judicial process. Once implemented, the ICMS is intended to support the Supreme Court on its mission to create a paperless court. The functionality of the applications will drive the modernization of certain court rules and the practices for e-Services rollout.

The specific objectives are to:

- i. Design and implement an Integrated Case Management System (ICMS), for the judiciary, hosted in the Government of The Bahamas' Data Center (Cloud Facility);
- ii. Develop and implement an electronic filing feature via a secure web portal for authorized users;
- iii. Allow court officers to manage all aspects in the life cycle of a case via an electronic scheduling feature;
- iv. Create and implement e-Notifications and messaging functionality;
- v. Provide the ability to pay online, assign fees, and process payments through the solution;
- vi. Integrate digital recording and transcript software, into the ICMS;
- vii. Create and implement intelligent workflows and rules;
- viii. Allow for the production and management of proper reporting and analytics;
- ix. Implement Cybersecurity and Data Privacy Policies & Standards within development of the solution;
- x. Create an implement interoperability processes for data sharing;
- xi. Provide secure signatures that are legally binding (according to the [Electronic Communications and Transactions Act](#)) and also at the minimum allows for user authentication.

The Government of The Commonwealth of The Bahamas now invites eligible consulting firms to indicate their interest in providing the services. Interested consulting firms should provide information demonstrating that they are qualified to perform the services (brochures, website URLs, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.) Consultants may associate to enhance their qualifications. **The implementation period for the consultancy will be twelve (12) months.**

Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: Policies for the Selection and Contracting of Consultants Financed by the Inter-American Development Bank GN-2350-9 and is open to all eligible bidders as defined in the policies. Interested consultants may access the Terms of Reference (TOR) document from the Bahamas Government website www.bahamas.gov.bs/nationalsecurity. Further clarification on the technical aspects or scope of services may be obtained from Dr. Dorcas Cox, Project Manager, Ministry of National Security, csjp@bahamas.gov.bs Expressions of Interest must be submitted to the address below in person, by e-mail csjp@bahamas.gov.bs or by mail, on or March 26th 2020 at 4:00pm.

Permanent Secretary

Ministry of National Security

REF: Request for Expressions of Interest **Design and Implementation of an Integrated Case Management System (ICMS) for the Citizen Security and Justice Programme**

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