



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 145250
PAGE 1 OF 10
DATE: 5/20/2025

SUBJECT: CONSIDERATION OF A STATEMENT OF WORK BETWEEN TARRANT COUNTY AND TECHSHARE LGC FOR THE CIVIL, FAMILY AND JUVENILE REQUIREMENTS DISCOVERY PROJECT

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a Statement of Work (SOW) between Tarrant County and TechShare LGC for the Civil, Family and Juvenile Requirements Discovery Project.

BACKGROUND

The District Clerk currently utilizes the Judicial Information Management System (JIMS) to manage civil, family and juvenile cases. The Tarrant County Information Technology Department, along with the District Clerk, would like to pursue migrating this data to the TechShare Court application. Transitioning from JIMS to TechShare Court may offer improved efficiencies and enhanced capabilities for managing these case types.

The purpose of this SOW is to establish clarity, alignment, and accountability throughout the project lifecycle, allowing both parties to collaborate effectively toward successful outcomes. By defining the project's scope, objectives, timelines, responsibilities and deliverables, the document serves as a roadmap for execution and evaluation.

If approved, the joint TechShare and Tarrant County project team will conduct various work sessions with relevant stakeholders, subject matter experts and technical personnel to collect and analyze data, reports, and other pertinent information necessary to create project deliverables.

FISCAL IMPACT

The total cost of this effort is \$89,500. Upon approval of the SOW, ninety percent (90%), or \$80,550.00, is due in advance of starting the project. The remaining ten percent (10%), or \$8,950.00, is due upon acceptance of the deliverables. Funding is available in account 21500-2025/4810010000/569011.

SUBMITTED BY	Information Technology	PREPARED BY: APPROVED BY:	Bethany Sanchez Vazquez Andre Mendes
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Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK TARRANT COUNTY

Introduction

This document outlines the mutual understanding between TechShare LGC and Tarrant County regarding the scope, objectives, and deliverables of the Civil, Family and Juvenile Requirements Discovery Project. The purpose of this SOW is to ensure clarity, alignment, and accountability throughout the project lifecycle, enabling both parties to effectively collaborate towards successful outcomes. By detailing the project's scope, objectives, timelines, responsibilities and deliverables, this document serves as a roadmap for execution and evaluation.

Throughout this SOW, you will find a comprehensive overview of the project's scope, including specific tasks, deliverables, and any relevant assumptions or constraints. Additionally, we have outlined the roles and responsibilities of each party involved, ensuring clear communication channels and accountability at every stage.

Our mutual commitment to transparency, communication, and excellence will be instrumental in achieving the desired results outlined in this document. We look forward to a productive partnership and the successful execution of the discovery phase.

Scope of Work

The joint TechShare and Tarrant County project team will conduct various work sessions with relevant stakeholders, subject matter experts and technical personnel to collect and analyze data, reports, and other pertinent information to create the following project deliverables:

- Project Plan
- Civil Courts Software Requirements Specifications
- Delinquent Tax Case Software Requirements Specification
- Family Courts Software Requirements Specifications
- IV-D Case Software Requirements Specification
- Juvenile Courts Software Requirements Specifications
- Accounting (JIMS Accounting and TIMS) Software Requirements Specification
- Court Coordinator / Judges Software Requirements Specification
- Integration Plan
- Data Migration Plan
- Reporting Strategy
- Architecture Strategy
- Development Estimate
- Implementation Estimate

Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK TARRANT COUNTY

Objectives

The primary objective of this effort is to understand the required effort, staffing, timelines, and costs to commence development and implementation efforts for the Civil, Family and Juvenile Courts.

Timeline/Schedule

The projected timeline for this project spans six (6) months. Specific tasks and their corresponding milestones are detailed in the table below, aligning with the established project completion date.

Task	1	2	3	4	5	6
Project Plan						
Status Reports						
Civil Courts Software Requirements Specifications						
Family Courts Software Requirements Specifications						
Juvenile Courts Software Requirements Specifications						
Integration Plan						
Data Migration Plan						
Reporting Strategy						
Architecture Strategy						
Development Estimate						
Implementation Estimate						

Roles and Responsibilities

The below **RACI** chart provides clarity on who is **R**esponsible, **A**ccountable, **C**onsulted and **I**nformed for each task within this Statement of Work.

Project Task	TS Product Manager	TS Business Analyst	TS Developer	TC Business Product Owner	TC Stakeholder	TC ITD
Manage Project	R	A	I	C	I	I
Create / Update Deliverables	R	A	I	C	I	I
Provide Sample Migration Data	C	C	I	C	C	R
Provide Integration Information	C	C	I	C	C	R
Conduct Workshops	R	R	I	A	C	C

Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK

TARRANT COUNTY

Project Task	TS Product Manager	TS Business Analyst	TS Developer	TC Business Product Owner	TC Stakeholder	TC ITD
Demo Current Software	I	I	I	R	C	I
Approve Deliverables	I	I	I	I	R	C

Project Deliverables

No	Deliverable	Description
1	Project Plan	Describes the activities and associated timeline to ensure adequate preparation has taken place for a successful project.
2	Bi-Weekly Status Reports	Provides the status of the project milestones, timelines, and budget.
3	Software Requirements Specification	Describes the functional and technical software requirements.
4	Integration Plan	Describes the integration(s) required to support the TechShare.Court solution in the District Civil, Family and Juvenile Courts.
5	Data Migration Plan	Describes the strategy and sources of historic case data to be migrated to the TechShare.Court application.
6	Reporting Strategy	Summarizes the current reporting strategy and sources and identifies the strategy how/if these will be updated or migrated to the TechShare.Court application.
7	Architecture Strategy	Describes the future state environment strategy that will be required to support the TechShare.Court solution in the District Civil, Family and Juvenile Courts and as part of the overall court 3.0 project.
8	Software Development Estimate	Summarizes the results of the discovery project and details the effort and costs involved to develop the District Civil, Family and Juvenile Courts solution.
9	Implementation Estimate	Summarizes the results of the discovery project and details the effort and costs involved to implement TechShare.Court into the District Civil, Family and Juvenile Courts in Tarrant County.

Note: Specific due dates for each deliverable will be established as part of the project plan once the Tarrant County Commissioners' Court approves the agreement. The project team, including the level of effort required on the project, will be documented in the project plan.

Major Milestones / Calendar

Milestones

No	Milestone	Milestone Month
1	Project Kick-off	Month One
2	Validate Project Plan	Month One
3	Demo Existing Civil Functionality	Month One
4	Provide Data Migration Information (i.e., Database)	Month One

Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK

TARRANT COUNTY

No	Milestone	Milestone Month
5	Demo Existing Civil Accounting Functionality	Month One
6	Present Civil Functionality Draft Requirements	Month One
7	Present Civil Accounting Functionality Draft Requirements	Month One
8	Provide Status Report	Month Two
9	Conduct Monthly Stakeholder Checkpoint	Month Two
10	Demo Existing Family Functionality	Month Two
11	Conduct Technical Requirements Workshop	Month Two
12	Demo Existing Family Accounting Functionality	Month Two
13	Present Family Functionality Draft Requirements	Month Two
14	Present Family Accounting Functionality Draft Requirements	Month Two
15	Provide Status Report	Month Three
16	Conduct Monthly Stakeholder Checkpoint	Month Three
17	Demo Existing Juvenile Functionality	Month Three
18	Demo Existing Juvenile Accounting Functionality	Month Three
19	Present Juvenile Functionality Draft Requirements	Month Three
20	Present Juvenile Accounting Functionality Draft Requirements	Month Three
21	Demo Existing Court Coordinator/Judge Functionality	Month Three
22	Present Court Coordinator/Judge Functionality Draft Requirements	Month Three
23	Provide Status Report	Month Four
24	Conduct Monthly Stakeholder Checkpoint	Month Four
25	Conduct Integration Workshop	Month Four
26	Conduct Data Migration Workshop	Month Four
27	Conduct Reporting Workshop	Month Four
28	Conduct Requirement Details Workshop	Month Four
29	Conduct Architecture Workshop	Month Four
30	Conduct Requirement Details Workshop	Month Four
31	Provide Status Report	Month Five
32	Conduct Monthly Stakeholder Checkpoint	Month Five
33	Conduct Integration Workshop	Month Five
34	Conduct Reporting Workshop	Month Five
35	Conduct Requirement Details Workshop	Month Five
36	Conduct Requirement Details Workshop	Month Five
37	Present Draft Integration Plan	Month Five
38	Present Draft Architecture Strategy	Month Five
39	Present Draft Reporting Strategy	Month Five
40	Present Draft Civil Software Requirements Specification (SRS)	Month Five
41	Present Draft Family Software Requirements Specification (SRS)	Month Five
42	Present Draft Juvenile Software Requirements Specification (SRS)	Month Five
43	Present Draft Development Estimate	Month Six
44	Present Draft Implementation Estimate	Month Six
45	Provide Status Report	Month Six
46	Conduct Monthly Stakeholder Checkpoint	Month Six
47	Provide Final Deliverables	Month Six

Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK TARRANT COUNTY

Project Calendar

Month 1

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
2	3	4	5	6
Project Kickoff Deliver Final Project Plan	Demo Existing Civil Functionality	Provide Data Migration Information (i.e., Database backup)	Demo Existing Civil Accounting Functionality	
9	10	11	12	13
16	17	18	19	20
	Present Civil Functionality Draft Requirements		Present Civil Accounting Functionality Draft Requirements	
23	24	25	26	27
30	1			

Month 2

Monday	Tuesday	Wednesday	Thursday	Friday
30	1	2	3	4
		Monthly Status Report	Monthly Stakeholder Checkpoint	
7	8	9	10	11
	Demo Existing Family Functionality	Conduct Technical Requirements Workshop	Demo Existing Family Accounting Functionality	
14	15	16	17	18
21	22	23	24	25
	Present Family Functionality Draft Requirements		Present Family Accounting Functionality Draft Requirements	
28	29	30	31	1

Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK

TARRANT COUNTY

Month 3

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	1
4	5 Demo Existing Juvenile Functionality	6 Monthly Status Report	7 Demo Existing Juvenile Accounting Functionality ----- Monthly Stakeholder Checkpoint	8
11	12	13	14	15
18	19 Present Juvenile Functionality Draft Requirements	20	21 Present Juvenile Accounting Functionality Draft Requirements	22
25	26	27	28	29

Month 4

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3 Monthly Status Report	4 Monthly Stakeholder Checkpoint	5
8	9 Conduct Integration Workshop	10 Conduct Data Migration Workshop	11 Conduct Reporting Workshop	12
15	16	17	18	19
22	23 Conduct Requirement Details Workshop	24 Conduct Architecture Workshop	25 Conduct Requirement Details Workshop	26
29	30	1	2	3

Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK

TARRANT COUNTY

Month 5

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1 Monthly Status Report	2 Monthly Stakeholder Checkpoint	3
6	7 Conduct Integration Workshop	8	9 Conduct Reporting Workshop	10
13	14 Conduct Requirement Details Workshop	15	16 Conduct Requirement Details Workshop	17
20	21 Present Draft Integration Plan	22 Present Draft Architecture Strategy	23 Present Draft Reporting Strategy	24
27	28 Present Draft Civil Software Requirements Specification Document	29 Present Draft Family Software Requirements Specification Document	30 Present Draft Juvenile Software Requirements Specification Document	31

Month 6

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
3 Present Draft Development Estimate	4 Present Draft Implementation Estimate	5 Monthly Status Report	6 Monthly Stakeholder Checkpoint	7
10	11	12	13	14
17	18	19	20	21 Provide Final Deliverables: - Civil Courts SRS - Family Courts SRS - Juvenile Court SRS - Integration Plan - Data Migration Plan - Reporting Strategy - Architecture Strategy - Development Estimate - Implementation Estimate
24	25	26	27	28

Civil, Family and Juvenile Requirements Discovery Phase

STATEMENT OF WORK

TARRANT COUNTY

Change Management Process

By following a structured change management process, requirements discovery projects can effectively manage changes while minimizing disruptions and maintaining alignment with project goals. While there are no changes to the scope of work or timeline for this effort envisioned, should there be any, they will be managed collaboratively by TechShare and Tarrant County to develop a Change Request for review and approval by Stakeholders in advance of deviating from the original scope or timeline of this project.

Assumptions and Constraints

1. Project Management is provided by TechShare.
2. Requirements gathering meetings will be conducted by TechShare with designated Tarrant County business team members.
3. Tarrant County District Clerk management team will work with TechShare Project Manager to coordinate availability of appropriate subject matter experts (SME) as work schedules allow.

Payment Terms

The total cost of this effort is \$89,500. The following describes the payment terms including the amount due based on the identified milestones:

No	Milestone	Amount	Payment Term
1	Contract Signed	\$80,550	Ninety percent (90%) due upon signing of agreement and in advance of starting the project.
2.	Deliverable Acceptance	\$8,950	Ten percent (10%) due upon acceptance of the deliverables.