



# Request for Information

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## Criminal Justice Systems Evaluation for the Delaware Courts

### 1. Purpose

The Delaware Judicial Branch is seeking information from qualified consulting firms regarding their experience, capabilities, and approach to evaluating existing Criminal Justice systems and Court processes and preparing a comprehensive report of their findings. This Request for Information (“RFI”) is for the purpose of determining the most qualified consultants for a subsequent Request for Proposal (“RFP”) for a Criminal Justice Systems and Processes Evaluation for the Delaware Judicial Branch.

### 2. Background

The Delaware Judicial Branch operates within a complex Criminal Justice environment involving multiple courts, systems, and partner agencies across the State of Delaware. Existing systems include legacy applications, integrated systems, and manual processes that support Criminal Justice operations. The Judicial Branch is seeking to better understand how external consultants would approach evaluating current-state systems, processes, and data exchanges, and identifying opportunities for improvement and modernization.

### 3. Information Requested

Respondents are asked to provide information on how they would approach an engagement that includes, at a high level:

- An overview of the current systems, including interactions with partner agencies across the State of Delaware, how systems are integrated and what data is being sent/received by each party
- Identification of process gaps, technology gaps and opportunities for improvement
- Recommendation of requirements for future procurement or development of solutions



- Insights into priorities and recommended sequence of events to modernizing existing systems and processes

#### **4. Scope Considerations**

The selected consulting team would be expected to support activities including, but not limited to:

- Reviewing existing documentation, including current-state process flow, system manuals, and previous evaluations of Criminal Justice systems requirements
- Interviewing Subject Matter Experts, including all staff involved in Criminal Justice processes, up to and including Magistrates, Commissioners and Judges
- Review of existing and pending State (and possibly Federal) legislation that affects Criminal Justice operations within the Judicial Branch
- Preparing a project plan and schedule, with regular updates for stakeholders on evaluation progress and findings
- Evaluating system integrations, data flows, and inter-agency dependencies
- Identifying system of record, data ownership, and potential reconciliation issues
- Assessing operational risks and inefficiencies and, where possible, quantifying impacts
- Preparing and presenting a final report within the prescribed timeline

#### **5. Vendor Experience and Qualifications**

Respondents must demonstrate:

- Experience consulting with State and Local government – Experience with State Courts is strongly preferred
- Experience evaluating information systems and processes across multiple agencies
- Experience analyzing system integrations and data exchanges
- Ability to work within complex, multi-system environments

#### **6. Approach and Methodology**

Respondents should describe their approach to conducting engagements of this nature, including how they:



- Conduct process discovery and document workflows across multiple stakeholders – Not to exceed 3 pages
- Evaluate system interactions and data exchanges – Not to exceed 3 pages
- Identify and assess process and technology gaps – Not to exceed 3 pages
- Validate findings with stakeholders – Not to exceed 3 pages
- Develop and prioritize recommendations – Not to exceed 3 pages
- Ensure recommendations are practical and implementable within existing systems and constraints – Not to exceed 3 pages

## **7. Example Deliverables**

Respondents should provide examples or descriptions of typical deliverables from similar engagements, such as:

- Process documentation – Not to exceed 5 pages
- System and data flow diagrams – Not to exceed 5 pages
- Gap analysis summaries – Not to exceed 5 pages
- Recommendations and roadmap materials – Not to exceed 5 pages

## **8. Vendor Input Requested**

Respondents are asked to provide insight on the following to inform the Delaware Judicial Branch Criminal Justice Systems Evaluation RFP:

- Key risks or challenges typically encountered in engagements of this nature – Not to exceed 2 pages
- Common scope elements that are often underestimated – Not to exceed 2 pages
- Recommended scope elements or considerations for inclusion – Not to exceed 2 pages
- Typical level of effort and duration for similar evaluations – Not to exceed 2 pages
- Any additional recommendations based on your experience – Not to exceed 2 pages

## **9. Administrative and Security Requirements**

- Execute non-disclosure agreements
- Comply with all State requirements for the handling of sensitive Criminal data



- Complete any required training to access data related to this effort
- Pass criminal background checks
- Be solely located within the United States
- Maintain all data related to the engagement locally (within the United States), securely and without inclusion of any CJIS classified data

## 10. Timeline

- RFI responses accepted until **5:00 p.m., Eastern Daylight Time, on Friday, April 24, 2026**
- Delaware Judicial Branch Criminal Justice Systems Evaluation RFP is expected to open on Friday, May 8, 2026 and close on Friday, May 22, 2026 at 5:00 p.m. Eastern Daylight Time.
- Delaware Judicial Branch Criminal Justice Systems Evaluation Project is expected to begin in June 2026 and end in December 2026
- Delaware Judicial Branch Criminal Justice Systems Evaluation Project must be completed no later than January 1, 2027

## 11. Future Procurement

- RFI Respondents will have the opportunity to respond to the Delaware Judicial Branch Criminal Justice Systems Evaluation RFP, but RFP submissions will not be limited to RFI Respondents
- The awarded contract for the Delaware Judicial Branch Criminal Justice Systems Evaluation RFP will be fixed-fee
- The Delaware Judicial Branch Criminal Justice Systems Evaluation Project term will be no shorter than four (4) months and no longer than six (6) months
- The Judicial Branch reserves the right to terminate this RFI for any reason, the right to not conduct the Delaware Judicial Branch Criminal Justice Systems Evaluation RFP, or to not award a contract

## 12. Submission Instructions

- **RFI Responses are due to the Delaware Judicial Branch Administrative Office of the Courts by 5:00 p.m., Eastern Daylight Time, Friday, April 24, 2026**



- Responses must be submitted electronically in PDF format
- In addition to the above required information, Responses must include:
  - A company profile
  - Written confirmation that the projected evaluation scope is within the Respondent's capabilities
  - Written confirmation of resources availability during the projected June 2026–December 2026 term
  - An Executive Summary/Overview of the Respondent's approach, team structure, and resources – Not to exceed 2 pages

**PLEASE SUBMIT COMPLETE RESPONSES TO:**

**Email:** [Sarah.bowers@delaware.gov](mailto:Sarah.bowers@delaware.gov)

**Subject Line:** RFI – DE Court Criminal System Evaluation