

**ADVERTISEMENT
FOR THE USE AND BENEFIT OF
NESHOPA COUNTY, MISSISSIPPI**

The NESHOPA COUNTY BOARD OF SUPERVISORS will receive sealed proposals and bids until Monday, October 5, 2026 at 10:00 AM from qualified vendors in response to this solicitation for acquiring the following software and services:

Accounting and Marriage License Software for the Neshoba County Circuit Clerk's Office

Detailed specifications for the above-described software and services and bid forms may be obtained from the Neshoba County Board of Supervisors office at the Neshoba County Courthouse, 401 Beacon Street, Suite 201, Philadelphia, Mississippi 39350, by calling 601-656-6281 or on Neshoba County's website at www.neshobacounty.net. Neshoba County, Mississippi will determine if compliance with the specifications exist before accepting any bid.

INSTRUCTIONS TO BIDDERS:

The detailed proposal, with the pricing proposal, in response to this solicitation shall be submitted via single file PDF under the correct bid solicitation at www.neshobacounty.net/bids or be placed in a sealed envelope marked "2026 Circuit Clerk Software" and filed with the Neshoba County Board of Supervisors C/O Chancery Clerk Gidget Stovall Tate, 401 Beacon Street, Suite 107, Philadelphia, Mississippi 39350 by 10:00 AM on Monday, October 5, 2026. Neshoba County will not be responsible for opening of proposals and bids not properly marked or received after the proposal response date and time.

It shall be incumbent upon each bidder to understand the specifications as listed herein and to obtain clarification when necessary. It is not the intent of these specifications to limit the bidding to any particular make or manufacturer of software or provider of services, but rather to select such equipment or services to provide for specific needs and specific tasks. Any reference to name-brand materials or equipment is intended to establish the minimum necessary standards only and bids submitted on materials and equipment thereto, at the sole discretion of Neshoba County, shall be considered.

Published by Order of the Board of Supervisors of Neshoba County, Mississippi on the 8th day of September 2026.

/s/ GIDGET STOVALL TATE
GIDGET STOVALL TATE, CLERK
BOARD OF SUPERVISORS
NESHOPA COUNTY, MISSISSIPPI

**NESHOBA COUNTY, MISSISSIPPI
BOARD OF SUPERVISORS
REQUEST FOR PROPOSALS**

**CIRCUIT CLERK ACCOUNTING AND MARRIAGE LICENSE SOFTWARE
IBM i (AS/400) / Existing County Server Environment**

RFP Title	2026 Circuit Clerk Software
Issue Date	September 14, 2026
Questions Due	NLT 10:00 AM Wednesday, September 30, 2026
Proposal Due	NLT 10:00 AM Monday, October 5, 2026
Opening Location	Neshoba County Board of Supervisors Meeting Room Neshoba County Courthouse 401 E Beacon Street, Suite 201 Philadelphia, Mississippi 39350

IMPORTANT NOTICE

This solicitation is intended to obtain a qualified software provider for a Circuit Clerk Accounting Program and Marriage Program capable of operating in Neshoba County's existing IBM i (AS-400/iSeries) server environment. The County intends to select the proposal that provides the best overall value and satisfies the mandatory requirements stated herein, subject to applicable Mississippi law and the County's purchasing procedures.

1. SOLICITATION PURPOSE

Neshoba County, Mississippi, through its Board of Supervisors, is soliciting proposals from qualified software providers to furnish, implement, configure, support, maintain, and license a Circuit Clerk Accounting and Marriage License software solution for use by the Neshoba County Circuit Clerk's Office.

The proposed solution will preferably operate within the County's existing IBM i (AS-400/iSeries) server environment. The County is seeking an integrated solution for Circuit Court financial operations and Mississippi marriage-license processing without requiring replacement of the County's existing IBM i server or acquisition of a new server.

2. BACKGROUND AND EXISTING ENVIRONMENT

The County's existing environment is an IBM AS-400 (IBM i) server. The County anticipates use of a GUI-based application that provides a modern graphical user interface while continuing to operate within the existing IBM i environment.

The proposed installation shall, to the extent technically applicable, permit the County's existing IBM i applications, IBM Client Access, IBM i Access Client Solutions (ACS), and unrelated applications to continue operating without disruption. Any exception to same shall be clearly identified in the proposal.

3. SCOPE OF SERVICES

- Provide all software, licenses, subscriptions (if applicable), documentation, installation services, configuration, implementation, testing, training, and support necessary for production operation.
- Remotely install and configure the solution in the County's existing IBM i environment.
- Coordinate installation with the County Administrator and Circuit Clerk personnel.
- Provide data conversion/migration assistance for existing accounting and marriage data and identify all data required from the Circuit Clerk's Office.

- Provide user training for Circuit Clerk personnel for both accounting and marriage programs.
- Provide ongoing technical support, maintenance, updates, patches, and version upgrades for the proposed solution.
- Provide a clear implementation schedule, including testing, acceptance, training, and production go-live.

4. MINIMUM FUNCTIONAL REQUIREMENTS — CIRCUIT COURT ACCOUNTING

The proposed Circuit Court Accounting Program shall provide, at minimum, the following capabilities. Vendors shall respond to every requirement by indicating Comply, Partially Comply, Does Not Comply, or Exception, with an explanation where appropriate.

Financial Account Management

- Establish and maintain separate accounting for multiple Circuit Court bank accounts, including civil, criminal, jury, fee, and other court-designated accounts as required.
- Maintain detailed transaction records for receipts and disbursements associated with each account.

Receipting

- Receipt payments received by the Circuit Clerk's Office.
- Record payments to the appropriate account and case.
- Maintain a complete transaction history for each receipt.
- Track payment types and sources.
- Provide receipt documentation.
- Support accounting requirements associated with civil, criminal, jury, and fee accounts.

Disbursements

- Disburse funds from the appropriate court account.
- Maintain detailed records of all disbursements.
- Track disbursements to the associated case or account.
- Produce documentation and reports supporting disbursement activity.
- Maintain an auditable history of financial transactions.

Criminal Defendant Payments

- Record defendant payments.
- Apply payments to the appropriate case and financial obligations.
- Maintain payment histories.
- Track outstanding balances.
- Provide reports of defendant payment activity.

Restitution

- Record restitution payments.
- Track restitution obligations.
- Maintain restitution balances.
- Disburse restitution payments to the appropriate recipients.
- Maintain a history of restitution activity.

Settlement Checks

- Prepare settlement checks associated with Circuit Court cases.
- Maintain the financial transaction associated with each settlement and provide supporting documentation and reporting.

Bank Reconciliation

- Provide bank reconciliation functionality allowing court personnel to reconcile circuit clerk accounting records with bank statements.
- Compare recorded transactions with bank activity.
- Identify outstanding transactions and discrepancies.
- Reconcile account balances.
- Produce reconciliation reports and supporting documentation.

State-Mandated Reporting

- Provide required state-mandated Circuit Court accounting reports.
- Provide state-mandated financial, accounting, receipt/disbursement, account balance, case-related financial, defendant payment, restitution, bank reconciliation, and aging reports.

Aging Report

- Provide an aging report to identify outstanding financial obligations and monitor the length of time amounts have remained unpaid.

Audit and Financial History

- Maintain detailed financial transaction histories supporting accounting, reporting, reconciliation, and audit requirements.
- Allow transactions to be traced to the appropriate case, account, payment, or disbursement.

5. MINIMUM FUNCTIONAL REQUIREMENTS — MARRIAGE PROGRAM

- Manage the process of issuing and recording marriage licenses in Neshoba County in the State of Mississippi.
- Capture information provided by the couple requesting the marriage license.
- Generate required marriage forms, including Statistical Record, Marriage Docket Page, Marriage License, and Certified Copies.
- Record ceremony information and payment information associated with each marriage license.
- Generate required reports for submission to the State of Mississippi.
- Provide a public marriage search program allowing the public to search recorded marriage information.
- Support the use of blank, pre-printed forms and populate the required information directly onto the applicable blank forms during printing. The County's specification contemplates that the system prints the applicable data onto the corresponding blank form rather than printing the form itself.

6. TECHNICAL / IBM i REQUIREMENTS

- Operate on the County's existing IBM i (AS-400/iSeries) server environment.
- Provide a GUI interface for authorized users.
- Identify all required server-side programs and client-side components to be installed.
- Ensure that client-side components will operate with anti-virus software on client computers.
- Installation shall not require replacement of the County's existing IBM i server.
- Installation shall not interfere with unrelated applications currently operating on the IBM i server.
- Installation shall not interfere with existing IBM Client Access or IBM i Access Client Solutions (ACS) configurations or applications.
- Coordinate installation with the County Administrator.
- Provide remote installation as authorized by the County and subject to County security requirements.

7. IMPLEMENTATION AND ACCEPTANCE

- Vendor shall provide a detailed implementation plan and schedule.
- Vendor shall identify all County responsibilities and dependencies.
- Vendor shall perform installation/configuration and assist with testing.
- Vendor shall provide user acceptance testing procedures and documentation.
- The County shall have an opportunity to test all required accounting and marriage functions before production acceptance.
- Vendor shall correct defects preventing compliance with mandatory requirements before final acceptance.
- Production acceptance shall be documented in writing by the Circuit Clerk.

8. TRAINING

The proposal shall describe all initial training included in the proposed price, including number of sessions, duration, delivery method, user materials, administrator training, and any optional or additional training charges.

9. DATA CONVERSION / MIGRATION

The proposed solution requires conversion and/or migration of existing Circuit Clerk accounting and marriage data. The vendor shall describe the responsibilities of the vendor and County, testing procedures, and identify associated costs. Vendors shall identify any historical data that cannot be converted.

10. SECURITY, ACCESS, BACKUP, AND AUDITABILITY

- Support role-based or user-level access controls appropriate to Circuit Clerk operations.
- Maintain auditable transaction histories.
- Identify all administrative accounts and privileges.
- Identify backup and restore requirements and recommended procedures.
- Describe how application changes, updates, and patches are controlled and documented.

11. SUPPORT AND MAINTENANCE

- Describe normal support hours and emergency support availability.
- Provide support contact methods and escalation procedures.
- State target response times by severity level.
- Describe software maintenance, updates, patches, and version upgrades.
- Identify all recurring maintenance, support, hosting, subscription, licensing, or other charges.
- Identify any charges for on-site support, after-hours support, data conversion, additional training, or custom programming.

12. PROPOSAL RESPONSE FORMAT

To facilitate an objective evaluation, proposals should be organized in the following order:

1. Signed Cover Letter (optional)
2. Vendor Information and Primary Contact.
3. Executive Summary (optional)
4. Company Qualifications and Relevant Experience.
5. Detailed Response to Functional Requirements.

6. Detailed Response to IBM i / AS-400 Technical Requirements.
7. Implementation Plan and Schedule.
8. Training Plan.
9. Data Conversion/Migration Plan.
10. Support and Maintenance Plan.
11. References (Mississippi Circuit Clerk Offices preferred)
12. Pricing Proposal.
13. Exceptions and Deviations.

PRICING PROPOSAL CONTINUES NEXT PAGE

13. PRICING PROPOSAL

We are pleased to submit the following pricing for Accounting and Marriage License Software for the Neshoba County Circuit Clerk's Office

Vendors shall provide complete and transparent pricing. The County prefers pricing that permits the total cost of ownership to be readily determined.

Item	One-Time Cost	Annual/Recurring Cost	Notes / Included Services
Software licensing	\$_____	\$_____	
Implementation / installation	\$_____	\$_____	
Configuration	\$_____	\$_____	
Data conversion / migration	\$_____	\$_____	
Training	\$_____	\$_____	
Annual maintenance / support	\$_____	\$_____	
Upgrades / version updates	\$_____	\$_____	
Additional user or workstation licenses	\$_____	\$_____	
Optional services	\$_____	\$_____	
TOTALS:	\$_____	\$_____	

Vendor shall state whether pricing is firm for the proposal acceptance period and shall identify any assumptions, exclusions, taxes, travel, freight, third-party licensing, or other charges.

Name of Bidder: _____

Address of Bidder: _____

Signed: _____

Name Printed: _____ Title: _____

14. EVALUATION CRITERIA

Proposals may be evaluated using the following factors with the decision of the Neshoba County Board of Supervisors considered final.

Evaluation Factor	Weight
Compliance with mandatory functional and technical requirements	30%
IBM i / AS/400 compatibility and implementation approach	20%
Vendor qualifications, experience, and references	15%
Implementation, training, and support	15%
Total cost / value	20%

The County reserves the right to request clarification, demonstrations, additional information, and references.

15. PRODUCT DEMONSTRATION

At the County's option, vendors may be required to demonstrate the proposed solution. Demonstrations shall address the mandatory accounting and marriage functions identified in this solicitation and may include live demonstrations of receipting, disbursement, defendant payments, restitution, settlement checks, reconciliation, reporting, aging, marriage-license processing, and printing onto required forms.

16. REFERENCES

Vendor should provide at least three governmental references, preferably Mississippi county Circuit Clerk offices or comparable governmental entities using the proposed software or substantially similar software. Include entity name, contact name, telephone number, email address, implementation date, and a brief description of the system supplied.

17. EXCEPTIONS / DEVIATIONS

Each exception or deviation from a mandatory requirement shall be specifically identified. Silence shall be interpreted as compliance with the requirement. The County may reject a proposal containing material exceptions to mandatory requirements.

18. CONTRACT TERM

The anticipated initial contract term shall be for one (1) year, beginning with implementation and use of the production environment, with renewal options as authorized by Mississippi law and the final contract. Any renewal shall be subject to continued funding, satisfactory performance, and applicable County purchasing requirements.

19. PROPOSAL SUBMISSION

Proposals shall be submitted in the manner and by the deadline advertised. Late proposals will be rejected.

Submission Deadline: Monday, October 5, 2026 at 10:00 AM Central Time

Submission Method: Sealed Bid – Sealed Paper Bid or Single File Electronic PDF Submission

Delivery Address: Neshoba County Board of Supervisors, C/O Chancery Clerk Gidget Tate, 401 E Beacon Street, Suite 107, Philadelphia, Mississippi 39350 or electronically via www.neshobacounty.net/bids

20. QUESTIONS AND CLARIFICATIONS

All questions regarding this solicitation shall be submitted in writing to the County's designated contact no later than Wednesday, September 30, 2026 at 10:00 AM. Questions received after the deadline will not be answered. Any material clarification or amendment to this solicitation shall be issued in writing by the County and shall become part of the solicitation. The vendor is encouraged to check the county website for posted clarifications / amendments.

21. RESERVATION OF RIGHTS

- The County reserves the right to reject any or all proposals.
- The County reserves the right to waive minor informalities or irregularities.
- The County reserves the right to request clarification or additional information from any vendor.
- Award the contract to the vendor determined to provide the best value and to meet the County's requirements.
- Require a written contract approved by the Board of Supervisors.

22. PUBLIC RECORDS / CONFIDENTIAL INFORMATION

Proposals submitted to the County may be subject to disclosure under the Mississippi Public Records Act and other applicable law. Vendors shall clearly identify any information they contend is exempt from disclosure and shall cite the specific legal basis for the claimed exemption. The County makes no representation that a claimed exemption will apply.

23. INSURANCE, INDEMNIFICATION, AND CONTRACT TERMS

The successful vendor shall comply with the County's standard contract requirements, including applicable insurance, indemnification, confidentiality, data protection, records retention, termination, governing law, and other provisions required by the County and applicable Mississippi law. Final contract terms shall be subject to approval by the Board of Supervisors and legal counsel.

24. REQUIRED VENDOR CERTIFICATION

The undersigned certifies that the vendor has reviewed this solicitation, understands the requirements, and that the proposal is complete and accurate to the best of the vendor's knowledge.

Vendor Name	
Authorized Representative	
Title	
Signature	
Date	

25. REQUIRED RESPONSE MATRIX

Vendors shall complete and return the following matrix, or an equivalent matrix containing the same information.

Requirement	Comply / Partial / No	Explanation / Proposed Method	Page Ref.
Multiple Circuit Clerk bank accounts			
Detailed receipt transaction history			
Disbursements and case/account tracking			
Criminal defendant payments and balances			
Restitution tracking and disbursement			
Settlement checks			
Bank reconciliation			
State-mandated reporting			
Aging reports			
Auditable financial history			
Mississippi marriage license processing			
Statistical Record / Docket / License / Certified Copies			
Ceremony and payment recording			
Mississippi reporting			
Public marriage search			
Blank pre-printed form data printing			
IBM i / AS-400 compatibility			
GUI capability			
Remote installation			
Non-interference with existing IBM i applications			
Non-interference with IBM Client Access / ACS			

END OF SOLICITATION