ATTACHMENT 1
SCOPE OF WORK

The contractor agency will provide qualified and experienced IT professionals on an as-needed basis to support the JBE's case management system (CMS) modernization and other IT modernization projects. The JBE currently needs placement in the following roles:

- SQL Server Developer
- PowerBuilder Developer
- Technical Business Analyst

1. Description of CMS Modernization Projects

The JBE uses multiple software platforms, known as case management systems, to manage the life cycle of cases filed by agencies, attorneys, and public users. The JBE currently utilizes a legacy application called CATS to support the case management functions for Family Law, Adoptions, and Juvenile Dependency case types. The existing CATS application is built using COBOL and Oracle with the majority of the application's business logic implemented in COBOL. The CATS product is no longer supported by the original vendor. In addition, the age and technology platform of the application present increasing challenges related to application maintenance, availability of technical resources with the required legacy technology skills, integration with modern technologies, system enhancements, and long-term sustainability. The JBE has therefore initiated an application modernization effort to transition the functionality currently provided by CATS to a modern technology platform consisting of PowerBuilder and Microsoft SQL Server 2025 while maintaining the business capabilities required to support the Court's operations.

The JBE has selected PowerBuilder as the target application technology in order to leverage existing PowerBuilder user interface (UI) objects and related application assets that are available within the current environment. Reuse of these existing assets is intended to accelerate migration, reduce the amount of functionality that must be developed from the ground up, and reduce implementation risk compared with complete redevelopment using an entirely new UI technology. The target database platform for the modernized solution is Microsoft SQL Server 2025. The migration will require the transformation of the existing Oracle-based data environment and the migration of application functionality and business rules currently implemented within the legacy COBOL application.

Post migration, additional CMS modernization projects are anticipated to enhance application functionality to meet the JBE's business needs. In addition to CMS modernization, the JBE may require IT resources to support other IT modernization efforts such as IT infrastructure modernization, cybersecurity, and adoption of modern technology solutions.

2. Requirements of SQL Server Developer Resource

The SQL Server Developer will be responsible for designing, developing, migrating, transforming, validating, and optimizing the database components required to transition the

existing CATS application from its legacy Oracle database environment to Microsoft SQL Server 2025. The SQL Server Developer will work closely with the Court's Technical Business Analysts, application developers, database administrators, data migration resources, QA/testing teams, and business subject matter experts.

The resource must have strong experience with Microsoft SQL Server, T-SQL, relational database design, data migration, data transformation, stored procedures, performance tuning, and data validation. The resource must also be able to analyze an existing Oracle database and translate its structures and functionality into the target SQL Server environment.

Specific responsibilities may include, but are not limited, to the following:

- Legacy Oracle Database Analysis
    - Analyze the existing CATS Oracle database environment.
    - Review Oracle tables, columns, primary and foreign keys, indexes, views, sequences, stored procedures, functions, triggers, constraints, and other database objects.
    - Analyze relationships and dependencies between database objects.
    - Identify database structures supporting CATS application functionality.
    - Analyze existing data types, relationships, business rules, and data dependencies.
    - Identify data quality issues, inconsistencies, duplicates, missing data, and other conditions that may affect migration.
    - Document source database structures and dependencies as necessary to support the database migration.
    - Work with Technical Business Analysts to identify business rules implemented within the database.

- Oracle-to-SQL Server Migration
    - Develop source-to-target database mappings.
    - Translate Oracle database structures into SQL Server-compatible structures.
    - Convert Oracle data types, sequences, functions, procedures, triggers, and other database objects as required.
    - Develop SQL Server database schemas and objects.
    - Develop data transformation and conversion logic.
    - Identify and resolve Oracle-to-SQL Server compatibility issues.
    - Develop migration scripts and utilities.
    - Support extraction, transformation, and loading (ETL/ELT) processes.
    - Validate migrated data for completeness, accuracy, and integrity.
    - Support incremental migration and/or repeated migration cycles as required by the project.

- SQL Server Database Development
    - Design, develop, and maintain database components for CATRS, including:
        - Tables and relational structures
        - Primary and foreign keys
        - Constraints

- Indexes
- Views
- Functions
- Triggers, where appropriate
- Sequences

3. Requirements of PowerBuilder Developer Resource

The Powerbuilder Developer will be responsible for designing, developing, and validating the complete front end part of CATS. The Powerbuilder Developer will work closely with the Court's Technical Business Analysts, application developers, database administrators, data migration resources, QA/testing teams, and business subject matter experts. The resource must have strong experience with Powerbuilder Objects, Object Oriented Programming, PFC with the SQL Server Database.

Specific responsibilities may include, but are not limited, to the following:

- Powerbuilder Development
  - Develop a framework on top PFC
  - Analyze the PB objects of the application that CATS will be migrated to and incorporate the objects into CATS
  - Write technical documents for the CATS design, the working of PB objects, and the functional implementation
  - Use the OOP to develop CATS
  - Develop PB objects connecting to SQL Server
  - Perform peer code reviews
  - Perform Unit Testing before handing over to QA

4. Requirements of Technical Business Analyst Resource

The Technical Business Analyst must possess a combination of business analysis, legacy application analysis, data analysis, technical documentation, and SQL query skills necessary to support the migration of the existing CATS CMS to the target environment. The individual must be capable of understanding and documenting both business functionality and the underlying data model of that functionality, and analyzing the associated Oracle database structures sufficiently to identify, document, and trace business rules and system behavior. The Technical BA must have experience with Jira, the Agile methodology, translating requirements to User Stories, and managing sprints. The Technical Business Analyst will support the project throughout the discovery, analysis, requirements definition, migration, development, testing, validation, and implementation phases. Experience in supporting Cobol & PowerBuilder applications are good to have.

Specific responsibilities may include, but are not limited, to the following:

- Application Analysis

  - Analyze the existing CATS application to understand its functional and technical architecture.
  - Trace business functionality from the user interface through application logic and database processing.
  - Identify dependencies between application modules, programs, screens, database objects, batch processes, reports.
  - Document assumptions, gaps, dependencies, constraints, and unresolved business or technical issues.

- Business Process and Requirements Analysis
  - Work with Court subject matter experts (SMEs) to understand current business processes supporting Family Law, Adoptions, and Juvenile Dependency case types.
  - Document current-state ("As-Is") business processes and system functionality.
  - Translate legacy system behavior and business rules into clear, testable requirements.
  - Develop future-state ("To-Be") processes and requirements in collaboration with Court stakeholders and the project team.
  - Ensure requirements are sufficiently detailed to support application development, configuration, data migration, integration, and testing.
  - Write Test Cases.

- Oracle Database Analysis and Data Migration Support
  - Analyze existing Oracle database structures supporting CATS.
  - Review tables, columns, relationships, and other relevant database objects.
  - Document data definitions and relationships between business entities.
  - Identify data dependencies between application functionality and database structures.
  - Develop and maintain source-to-target data mapping documentation between Oracle and Microsoft SQL Server 2025.
  - Identify data transformation, cleansing, conversion, and derivation requirements.
  - Identify data quality issues and potential migration risks.
  - Support reconciliation and validation of migrated data.
  - Assist in defining data conversion rules and acceptance criteria

5. Requirements of the Contractor Agency

The contractor agency will be responsible for the following:

- Maintain a pool of IT professionals to meet the JBE’s temporary staffing needs.
- Upon request of the JBE for IT resource placement, perform prescreening of IT professionals and submit resumes to the JBE for review.
- Arrange for the JBE to interview IT professionals, provide information required for JBE to perform Livescan and criminal background checks of selected candidates, and assist with onboarding of selected candidates.

- Administer and maintain all employment and payroll records, timekeeping, payroll processing, payment of payroll checks and taxes, and make required unemployment and worker’s compensation contributions.
- Make every effort to ensure selected IT professionals are available for the entire duration of the assignment and minimize turnover of IT professionals.