**JUDICIAL COUNCIL OF CALIFORNIA**

**QUESTIONS AND ANSWERS**

**RFP-JCC-101817-ESIGNATURE-WV**

**October 31, 2017**

1. Is there a designated point of contact in place for each of these Judicial Branch Entities? We will need to know what each branch requires in order to build out proposals.

Answer: If a Judicial Branch entity wishes to procure a solution, they will provide the winning vendor with type of installation and the number of users. If they wish to utilize an API, they will supply the anticipated number of uses.

1. Please provide points of contact for each participating entity so we can connect and discuss the needs and scope of the project for each entity.

Answer: If a Judicial Branch entity wishes to procure a solution, they will contact the winning vendor with type of installation and the number of users. If they wish to utilize an API, they will supply the anticipated number of uses.

1. Is a print driver something the JCC would be interested in?

Answer: This is not a requirement at this time.

1. Is there a requirement or desire to have Section 508 ADA supported?

Answer: This is not a requirement at this time.

1. Do you have a sense of the number of transactions (unit of work) that may be processed in a given month/year? Judicial Branch Entity range in size.

Answer: This would be determined when a Judicial Branch Entity initiates a contract.

1. Does or will the inclusion of references both inside and outside of the State of California be accepted for review?

Answer: Yes, that will be acceptable.

1. Is there currently any solution in use by the JCC or its entities (either commercial or home grown)? Will they be mandated to use the selected solution as per the RFP?

Answer: There are some e-signature solutions in use. No, they will not be mandated to use the RFP winning bidder e-signature solution.

1. Is there a formal scoring system for the RFP? What will be the primary criteria for selection? Can that be shared with the prospective vendors prior to the submission of the RFP response?

Answer: Please see Attachment 10 to the RFP.

1. Has the purchase of an e-signature solution been budgeted? Can that budget amount be shared?

Answer: There is currently no budget allocated for this project.

1. Can you confirm whether the JCC expects respondents to complete Attachment 10 – Mandatory Requirements and Evaluation Criteria? There is no information instructing respondents to complete it, and the language located in the document makes it seem that it is used for evaluation purposes.

Answer: Confirmed. The JCC expects proposers to complete Attachment 10.

1. Under 8.2 it states that respondents should provide: “A detailed line item budget showing total cost as outlined in Attachment 10 including a grand total of the proposed goods and services.” Should this reference Attachment 10.1 (Pricing Sheet Submittal Form) instead of Attachment 10 (Mandatory Requirements and Evaluation Criteria)?

Answer: No, each are separate and may be duplicative.

1. Can JCC confirm that responses to Section 4-7 of the RFP and responses to Attachment 10 should be included in the Non-Cost Portion of our proposal? If not, can JCC please provide guidance for the placement of these responses?

Answer: Yes, confirmed.

1. Can you advise if Attachments 5-9 should be included as part of the Cost or Non-Cost Portion of the response?

Answer: Attachments 5-9 should be included in the Non-Cost Portion of your proposal.

1. Is JCC requiring digital signature providers to be on the California Secretary of State’s Approved List?

Answer: No, at this time the JCC is seeking an electronic signature solution and the vendor does not need to be the CA SOS list of approved vendors.

1. To provide as much detail as possible and to accurately respond to the questions as accurately as possible, can you please provide additional information regarding use cases?

Answer: That will be determined when a Judicial Branch Entity engages with RFP winning vendor.

1. Is there a specific need for the on-premise solution?

Answer: This will be determined when a Judicial Branch Entity engages with RFP winning vendor.

1. Does JCC use PIV cards?

Answer: Not at this time.

1. To accurately scope the work effort and provide pricing to JCC, please provide the following information on anticipated volume:
* Number of use cases
* Number of users
* Number of transactions per year
* Number of forms

Answer: This will be determined when a Judicial Branch Entity engages with RFP winning vendor.

1. Does the JCC use an electronic signing product today? Which ones?

Answer: The JCC does not currently have or use an electronic signature product. However, individual courts may have acquired an e-signature solution on their own accord.

1. Was a consultant used to develop the requirements specification? Who?

Answer: No.

1. Does JCC intend to use a systems integrator for implementation? Which one? (Accenture, EY, Capgemini)

Answer: This will be determined when a Judicial Branch Entity engages with RFP winning vendor.

1. Is JCC evaluating the responses or is a third party doing the screening and scoring? If a third party then who?

Answer: The evaluation team is comprised of members from the JCC, trial courts, and appellate courts with expertise in information technology.

1. If JCC is evaluating the responses is this being done by a group? Are all evaluators employed by JCC?

Answer: Please see above.

1. Is there a scoring or weighting for the requirements provided? i.e. are some more important than others?

Answer: Please see Attachment 10 to the RFP.

1. Must the contractor be a US based company or can the provider have foreign ownership?

Answer: The winning vendor must be a company duly licensed to conduct business in the State of California.

1. In the “Timeline for this RFP” what does the step “Public opening of cost portion of proposals” mean? What happens at this stage?

Answer: The cost portion of all proposal will be read aloud in a public setting. All proposers will be invited to attend in person or by telephone. Please consult your own legal counsel for further advice.

1. Is there already budget allocated for this project?

Answer: There is currently no budget allocated for this project.

1. Both notice of intent to award and contract start dates are “estimates”. What would delay these dates?

Answer: There may be unknown or unforeseen factors and circumstances that would affect the estimated dates in the RFP timeline.

1. Will the JCC require us to create a list of templates or recreate existing forms for use with our system?

Answer: This will be determined when a Judicial Branch Entity engages with RFP winning vendor. Likely the answer is no.

1. Are the forms/templates mentioned already created? What format are the templates/forms in today? (Acrobat, or some proprietary forms tool format)

Answer: PDF and MS Word

1. Is the requirement for either a Saas OR an on-premise solution, or is the requirement for both so that the JCC can choose to implement either or both and migrate between them?

Answer: Both and the Judicial Branch Entity may elect at a later date to move to either solution.

1. Are all of the other software products in use on-premise or Saas use case models? Please indicate which ones are on premise and which ones are Saas (MS Office365, Word, Sharepoint, Dynamics, OnBase, ImageSoft)

Answer: This will be determined when a Judicial Branch Entity engages with RFP winning vendor.

1. Please indicate which use cases are contemplated:
* In person signing (signing concurrently as when signers are gathered in the same place i.e. an office or courtroom)
* Remote signing (signing by multiple individuals separated by space and time)
* Offline signing (signing on a mobile device disconnected from the internet and upload documents later when connectivity is available)
* Signing integrated into JCC created or third party applications whether mobile or portal based.

Answer: This will be determined when a Judicial Branch Entity engages with RFP winning vendor.

1. Can you provide a description of the personas who will be using the system?

Answer: This will be determined when a Judicial Branch Entity engages with RFP winning vendor.

***END OF QUESTIONS AND ANSWERS***