



REQUEST FOR INFORMATION

**ADMINISTRATIVE OFFICE OF THE
COURTS (AOC)**

REGARDING:

**STATEWIDE DOCUMENT MANAGEMENT
& CAPTURE SOLUTIONS
RFI# ISD-2010DMS-RB**

RESPONSES DUE:

CLOSE OF BUSINESS, AUGUST 30, 2010

I. Invitation to Respond

You are invited to respond with information (submissions) to assist the Judicial Council of California, Administrative Office of the Courts (AOC), in identifying prospective service providers that have the capabilities to provide Document Management System (DMS) solutions for the California Judicial Branch. Please use the information contained in this document and the format requested as the basis for your response. Responses to this Request For Information (RFI) may be used to draft a Request For Proposals (RFP) for a pilot opportunity at a trial court.

A. Background

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial branch. The AOC is the staff agency of the Judicial Council. The AOC is responsible for a number of Judicial Branch programs and services to improve access to a fair and impartial judicial system in the State of California. It provides statewide support to the Courts in the fields of information technology, personnel, finance, legal, research, and purchasing. The Information Services Division (ISD) coordinates and supports court technology statewide, manages centralized statewide technology efforts, and optimizes the scope and accessibility of accurate statewide Judicial Branch information. DMS products and services that can benefit statewide courts and AOC divisions are to be considered in this RFI.

B. Description

The objective of this RFI is to gather information on vendors capable of providing solutions to address in-full or categories of the required DMS solutions.

A DMS is defined as that subset of enterprise content management features that are required to fulfill the requirements of the State of California Judicial Branch to capture, store, manage, preserve and deliver electronic content. The term "content" here includes paper of any size, Microfilm, Electronic Documents - (PDF, XML, and DOC), Rich Media - (picture, video, audio and Computer Aided Design drawings).

Please use the information contained in this document and the format requested as the basis for your submission.

II. Requirements

The AOC is requesting vendors with products, services and/or solutions in the Document Management & Capture domain to respond with information on their resources, capabilities, pricing methodology, experience and qualifications to the California Judicial Branch in this RFI.

III. Response Format

The following is an outline for responding to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the AOC. Please adhere to this format without compromising your response.

Section 1: Profile

Describe your company, including its:

- history;
- ownership and management structure;
- business practices;
- products and services;
- locations;
- human, technological and other resources;
- financial profile; and
- other information you deem relevant.

Section 2: Experience and Capability

- Describe your firm's experience and capabilities in providing document management and capture product and service solutions.
 - Please provide examples of previous and ongoing implementations, including courts or other judicial branch departments in California or in other states.
 - Please describe your firm's ability to deploy DMS solutions to an organization of similar size and/or operational mission of the California Judicial branch.

Section 3: Functional

- Briefly describe the functionality of products and services that your firm currently offers. Please do not include sub-contracted services, as we are interested in your firm's capabilities.
- - Document management and capture products or services currently offered.
 - The extent of functionality that can be achieved with your DMS software solutions with configuration only – without custom delivery of programming code.
 - Briefly describe how your products and or services support an integrated enterprise environment including distributed, regional and centralized document capture, storage and retrieval

- Briefly describe how your product or service solutions align more closely than others in the marketplace with Current AOC Networking and Computing Environments as describe in Attachment 1 of this RFI.
- Briefly describe how your products or service solutions align more closely than others in the marketplace with the AOC DMS Technical Focus Areas as described in Attachment 2 of this RFI.
- Briefly describe how your products or service solutions exceed others in the marketplace in enabling the AOC to efficiently meet State of California Government Code § 68150, “Preservation of trial court records; standards; copies; storage; accessibility of records” as set forth in Attachment 3 of this RFI.

Section 4: Pricing

- Describe how pricing is calculated and include, where appropriate, information and cost drivers on:
 - Availability of Multi-year enterprise wide master agreements
 - Existing cost-sharing models with courts.
 - What products or services are one-time costs
 - Ongoing costs (per transaction, per subscription, etc.)
 - Onsite scanning and index services
 - Maintenance
 - Volume discounts
 - Other pricing information you deem relevant

Section 5: Additional Information

- Provide any other information, materials, suggestions, and discussion you deem appropriate.

IV. Submission Information

A. Disclaimer

This RFI is issued for information and planning purposes only and does not constitute a solicitation. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by the AOC to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

CONFIDENTIAL OR PROPRIETARY INFORMATION

The Administrative Office of the Courts is bound by California Rules of Court 10.500, which can be found at <http://www.courtinfo.ca.gov/rules/> with respect to disclosure of its administrative records. Respondents may note or mark portions of the information submitted in response to this RFI indicating that the information contains material that is confidential and/or proprietary. If the AOC disagrees, the respondent will be given an opportunity to withdraw the information.

If the AOC receives a request for public access to material submitted in response to this RFI, the AOC will determine, in its sole opinion, whether marked material is exempt from disclosure under rule 10.500 or other applicable law. If the AOC, in its sole opinion, finds or reasonably believes that the material so marked is exempt from disclosure, that material will not be disclosed. If the AOC finds or reasonably believes that the material so marked is **not** exempt from disclosure, the AOC will contact the respondent with a request to substantiate its claim for confidential treatment, but may disclose the information pursuant to rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

B. Closing Date for Submission and Contact Information

All communication with the AOC must be in writing and must be directed to the AOC single Point of Contact (POC) for this RFI at the following email address: solicitations@jud.ca.gov

Interested parties must not contact any court or other judicial branch entity regarding this RFI except as provided above. Submissions should provide straightforward and concise responses to the requests for information set forth in this RFI.

The closing date for submissions is August 30, by Close of Business.

Submissions may be emailed to: solicitations@jud.ca.gov

Or, you may deliver your submission and any supplemental hardcopy materials to:

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden – RFI# ISD-2010DMS-RB
455 Golden Gate Avenue
San Francisco, CA 94102-3688

C. Information Exchange

After the AOC has reviewed the submitted material, your firm may be contacted and asked to participate in an information exchange with the AOC. The objective of this forum is to gain further understanding of your proposed approach.

D. Rights of AOC

Notwithstanding anything else in this RFI, the AOC has the unqualified right to:

- change any of the dates, schedule, deadlines, process and requirements described in this RFI
- supplement, amend or otherwise modify this RFI
- elect to cancel or to not proceed with the RFI for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

The AOC has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The AOC may independently verify any information in any submission.

The AOC reserves the right to amend or modify one or more provisions of this RFI by written notice posted on the RFI website prior to the closing date.

The AOC reserves the right to invite one or more interested parties to meetings, for interviews or to make individual presentations.