



Project Title: Judicial Branch Enterprise Document Management System
RFP Number: FIN122210CK

ATTACHMENT 8 - RFP SUBMISSION CHECKLIST

Mandatory

- 8.1 Title Page
- 8.2 Letter of Transmittal
- 8.3 Table of Contents
- 8.4 Executive Summary
- 8.5 Scope of Services
- 8.6 Company/Team Background and Resource Capabilities
- 8.7 Proposed Application Software and Computing Environment
- 8.8 Responses to Functional/Technical Requirements
- 8.9 System Security
- 8.10 DMS Solution Implementation Plan
- 8.11 DMS Migration Plan
- 8.12 Development and Staging Environment Hardware & Software
- 8.13 Training Plan
- 8.14 Testing Plan
- 8.15 Maintenance and Support Program
- 8.17 Customer References
- 8.18 Cost Proposal
- 8.19 Exceptions to the RFP

Mandatory Attachments

- Attachment 3 Vendor's Acceptance of the RFP's Minimum Contract Terms
- Attachment 4 Payee Data Record Form
- Attachment 5 Cost Submission Matrix
- Attachment 6 Customer Reference Form
- Attachment 7 Vendor Certification Form

Mandatory Appendices

- Appendix A – DMS Features List
- Appendix B – Judicial Branch Business Process Use Case Scenarios
- Appendix C – DMS Technical Requirements
- Appendix D – Technical Features List

Optional, respond only if applicable



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- 8.16 Hosting Arrangement
- 8.20 Sample Documents