

# Judicial Branch Enterprise Document Management System

Pre-Proposal Conference  
for RFP #: FIN122210CK  
January 25, 2011



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# Agenda

- Welcoming Remarks
- Conference Protocol
- Team Introductions /Roll Call
- Judicial Branch Overview
- AOC Procurement Policies
- RFP Highlights
- Q&A
- Next steps/closing



# Welcome

- Conference Protocol
  - Clarification, not new information
  - Please hold questions to end of the presentation
  - The RFP team will address questions verbally in this forum (Please also submit questions to [solicitations@Jud.ca.gov](mailto:solicitations@Jud.ca.gov))
- Conference Introductions / Roll Call
  - RFP Team
  - Potential RFP respondents



# Judicial Branch Overview

- Administrative Office of the Courts (AOC)
- Supreme Court of California
- Courts of Appeal
- Superior Courts



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# Court Document Life Cycle

Create

Accept /  
Record

Process

Archive

Purge

Paper

E-file

E-citation

Case Management System

Document Management System

Judicial  
Access

Agency  
Access

Public  
Access





# Judicial Branch Goals

- Improve operations, increase the level of efficiency and control costs.
  - Reduce the staff time required for tracking, retrieving, and managing paper documents.
  - Minimize the cost of physical paper document storage.
- Provide a secure, stable repository for AOC and court content, integrating with and/or complimenting existing repositories and systems of record.
- Make a system available branch-wide for electronic storage, distribution, and management of documents.

*RFP Section: 2.0*



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# Judicial Branch Objectives

- Identify and publish enterprise DMS technology and product standards.
- Establish DMS enterprise license agreements and/or master services agreements.
- Engage vendor(s) to design, configure, deploy, train and subsequently maintain and support scalable DMS solutions.

# AOC Procurement Policies

- Procurement timetable
- AOC procurement policies
- Submission guidelines
- Submission of written questions (January 28, 2011, 5:00 P.M. PST)

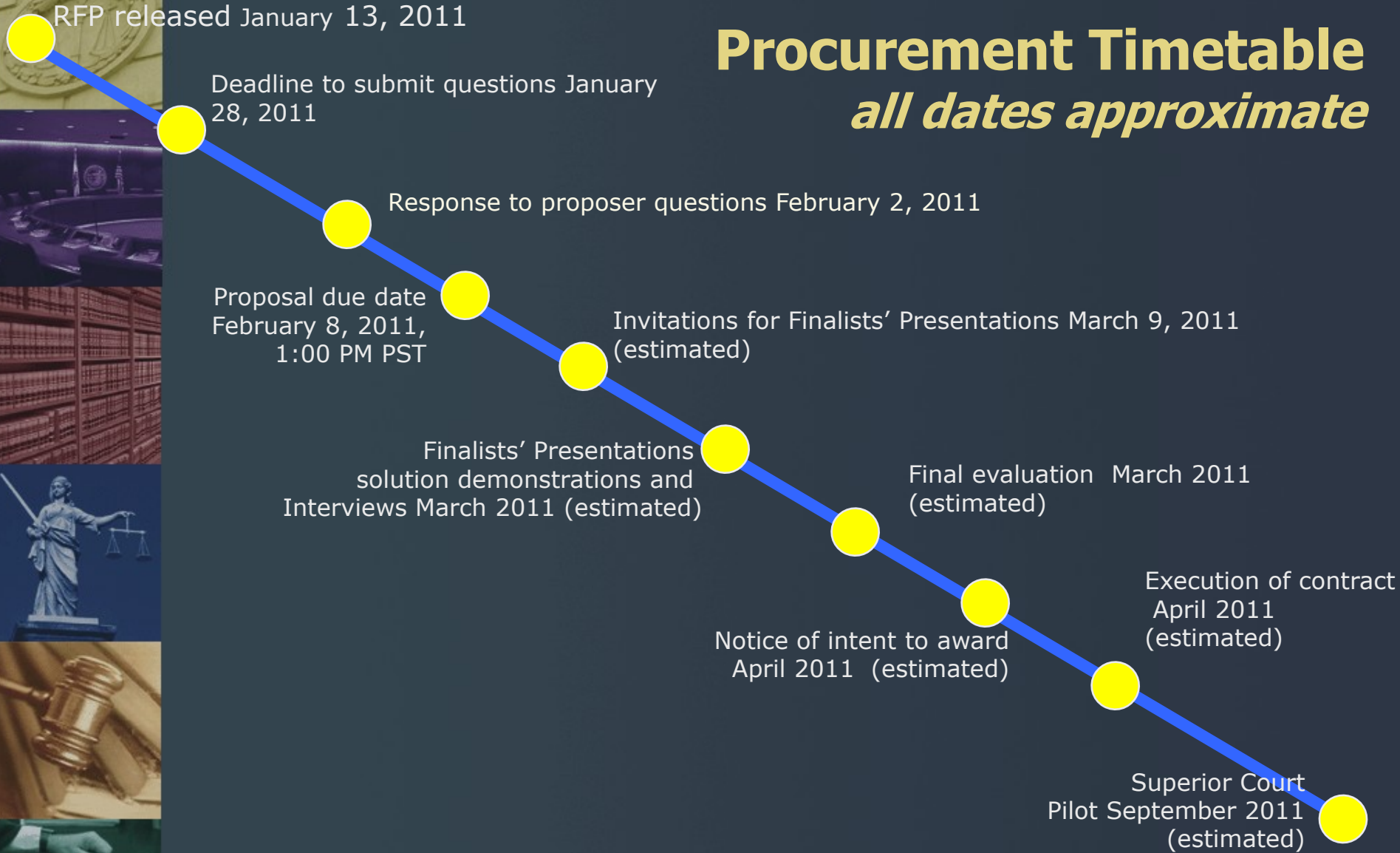


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# Procurement Timetable

*all dates approximate*



*RFP Section: 5.1*



# Submission Guidelines

- One unbound original
  - Proposal
  - Cost Proposal submitted in sealed envelope
- Proposals must be delivered to the individual listed under Submission of Proposals
- Electronic version on CD-ROM
  - Entire proposal
  - Requested sample documents (see section 9.19)
  - Financial information
- Simple, straightforward, concise

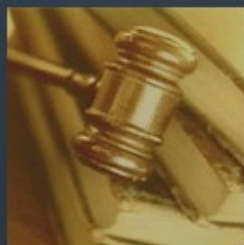
*RFP Section(s): 7.0 – 9.19*



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# RFP Highlights

- Specifics of a Responsive Proposal
- Mandatory Attachments
- Mandatory Appendices
- Written Proposal Evaluation
- Appendices A & D: Functional & Technical features
- Appendices B & C: Use Case Scenarios /Technical Requirements
- Attachment 5: Cost Submission Matrix
- Questions and Answers



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# Specifics of a Responsive Proposal

- Title Page
- Letter of Transmittal
- Table of Contents
- Executive Summary
- Scope of Services
- Company Background and Resource Capabilities
- Proposed Application SW & Computing Environment
- System Security description

Continued on slide 13.

*RFP Section: 8.0*



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## Specifics of a Responsive Proposal (continued)

- DMS Solution Implementation Plan
- DMS Migration Plan
- Development and Staging Environment HW & SW
- Training Plan
- Testing Plan
- Maintenance and Support Program
- Hosting Arrangement

*RFP Section: 8.0*



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# 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 Regarding Debarment and Suspension.

*RFP Section: 8.0*



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# 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

*RFP Section: 8.0*



# Written Proposal Evaluation

Category	Factors		Total Possible Points
<b>Meeting Mandatory Requirements</b>	Proposal meets all mandatory requirements identified in the RFP.	Total Score	<b>Pass/Fail</b>
<b>Technical Solution</b>	Degree to which the vendor's proposed solution meets the functional requirements	Satisfy all use cases (Appendix B)	10
		Meet infrastructure requirements (Appendix C/D)	10
		Meet features requirements (Appendix A)	25
		Total Score	<b>45</b>
<b>Company Experience and Viability</b>	Ability to successfully perform based on its financial strength, company history, and experience and success in providing like equipment and services to groups of similar size and complexity with similar requirements to that of the Judicial Branch.	Total Score	<b>10</b>
<b>Implementation and Migration</b>	Ability to manage and execute a successful implementation and smooth migration from any existing platforms.	Total Score	<b>10</b>
<b>Ongoing Maintenance &amp; support</b>	Cost effective ongoing maintenance and support.	Total Score	<b>10</b>
<b>Cost Factors</b>	Overall Cost, including any support that may be required by the Court or its agents.	Total Score	<b>25</b>
<b>Grand Total Points</b>			<b>100</b>

*RFP Section: 10.6*



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## Appendices A & D: DMS & Technical Features

- Each feature is assigned a priority for desirability: High, Medium, Low. Additionally, each feature is placed in one of the following categories:
- Core – we consider this feature basic core functionality
- Desired – this feature would be beneficial in our environment
- Optional – this feature may be beneficial in some situations
- There is a column for the proposer to indicate whether each feature is supported, configurable, provided by a third party, requires customized coding, is included in a future release, or is unsupported
- Use of the comment column is encouraged for explanations and clarifications of responses

*RFP Section(s): 4.1 - 4.4*





## Appendices B & C: Use Case Scenarios /Technical Requirements

- Proposers must provide a short narrative response describing;
  - How your product features and or services will excel or be challenged in addressing effective automated solutions
  - How your products are able to perform in the Judicial Branch's technical environment given a range of volume thresholds

*RFP Section(s): 4.2 - 4.3*



# Attachment 5: Cost Submission Matrix

- Cost Factors as represented in Attachment 5 represent 25% of the evaluation score
- Use schedule 2 Judicial Branch user counts to calculate software license, scanner and peripheral price volume discounts
- Professional services and training costs shall be based on implementation at a medium court, using all deliverables listed

*RFP Section: 3.5*



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# Q & A

Please note, if you require a written response to a question, it must be submitted per RFP guidelines.



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