



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688
Telephone 415-865-7739 • Fax 415-865-7217 • TDD 415-865-4272

RONALD M. GEORGE
Chief Justice of California
Chair of the Judicial Council

WILLIAM C. VICKREY
Administrative Director of the Courts

RONALD G. OVERHOLT
Chief Deputy Director

STEPHEN NASH
Director, Finance Division

TO: **POTENTIAL PROPOSERS**

FROM: ADMINISTRATIVE OFFICE OF THE COURTS
INFORMATION SERVICES DIVISION

DATE: May 4, 2009

SUBJECT/PURPOSE OF MEMO: The purpose of this document is to publish the AOC's Responses to Vendors' Questions, directed to the Solicitations@jud.ca.gov by May 1, 2009, at close of business.

ACTION REQUIRED: You are invited to review and respond to the Request for Proposal (RFP), as posted at <http://www.courtinfo.ca.gov/reference/rfp/efilingdeploy-rfp.htm>

Project Title: E-FILING DEPLOYMENT PROGRAM
RFP Number: ISD 200817-LM

DATE AND TIME PROPOSAL DUE: There will not be a pre-proposal conference for this RFP.
Proposals must be received by **Friday, May 8, 2009, at close of business.**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. ISD 200817-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

AOC RESPONSES TO VENDORS' QUESTIONS

Question 1: The travel expense of \$25,000 is quite a bit higher than the typical \$5,000 or \$10,000. What is the expected required travel per month?

Response to Question 1: *Based on the location of the contractor, the deployment manager may need to travel to the courts and the CCMS Project Site (Santa Ana, California), two to three times per month. It is anticipated these trips will be mostly day trips. However, some time will need to be spent at each court for two to three days during testing and business re-engineering phases.*

Question 2: Regarding Exhibit D – Work to be Performed, what are the first 3 Courts for the e-filing deployment?

Response to Question 2: *The three courts anticipated to participate in deployment are Sacramento, Ventura and Orange.*

Question 3: What type of information/documents is included in the scope of the e-filing effort?

Response to Question 3: *There are a number of documents and information available to support the e-filing effort. These documents include, but are not limited to, e-filing specifications, generic deployment plans, standardized agreement templates, existing testing timelines, and existing deployment materials from other local deployment projects.*

Question 4: In the “Specifics of a Technical Proposal,” section 6.2, it is mentioned that discussing among other things, the ‘...breadth of document management and capture experience’...is desired. We wish to verify that describing previous “document management and capture experience” is accurately (and intentionally) being requested.

Response to Question 4: *With E-Filing, the first 3 courts will need to be able to integrate their document management’s solutions (typically FileNet) for the first 3 courts. This would include managing any activities related to managing activities associated with integrating with the document management solution. It is not necessary to have in- depth knowledge of document management systems; but familiarity with them is desired.*

Question 5: The budget ranges for this effort appear to be lower than on previous deployment RFP’s. It is stated that the project, if the selected individual continues on, may possibly be for two years. Are we to assume that this contract amount will remain in effect for both years; if the selected individual continues on the project, or will there be an opportunity for any additional funds (should the overall economy show signs of significant recovery)?

Response to Question 5: *The consultant’s hourly rate, as will be stated in the contract’s Exhibit C, Compensation for Contract Work, will remain unchanged for the work done in the Initial Term and First Option Term. The First Option Term will exercised by the State, in its sole discretion. A range for the total amount per year is set forth in section 6.3.3*

END OF FORM