|  |
| --- |
|  |
| Proposer Response Template  [Insert Company Name Here]  for  RFI NUMBER – IT-2019-06-LB  INTELLIGENT FORMS  *Response Due: June 23, 2020*  *NO LATER THAN 2:00 P.M. PACIFIC TIME* |

# Introduction

The Judicial Council has sole authority to develop, maintain and publish to courts and 3rd party vendors all (app. 1400) statewide forms in use in California. We are looking for services and technologies that can help the JCC convert complex fillable PDF forms to interactive, smart, and user-friendly webforms with a PDF output.

We are interested in products that will help the JCC easily develop forms within our existing governance structure and deliver:

* A variety of form filling experiences in response to user preference, generating a standard PDF form at the end;
* Accessibility compliant forms;
* Adaptive forms that can be used on any type of device;
* Forms as “data containers” that can be consumed by standard case management, e-filing, and document management systems.

We look forward to hearing what your product can enable us to do!

# Company Information

Company name: [INSERT CONTENT HERE]

Corporate Address: [INSERT CONTENT HERE]

Phone: [INSERT CONTENT HERE]

Representative Name: [INSERT CONTENT HERE]

Title: [INSERT CONTENT HERE]

Address: [INSERT CONTENT HERE]

Phone: [INSERT CONTENT HERE]

Mobile phone (if different than above): [INSERT CONTENT HERE]

E-mail: [INSERT CONTENT HERE]

# Company Overview (About Us)

Please provide a brief overview of your company. Something similar to what your website might have under the heading of ”About Us”.

[INSERT CONTENT HERE]

# Executive Summary

Please provide high level information regarding your company’s business products and/or services, include information on how your product fits in today’s market and how your product differs from competitors in the same industry. You might want to include some of your company goals and business plans.

[INSERT CONTENT HERE]

# Experience and Qualifications

Provide a description of your company’s experience and qualifications regarding Intelligent Forms.

We are especially interested in hearing about your experience with:

* Converting existing PDFs to webforms
* Creating user-friendly webforms in complex contexts (ours is legal, but you may have other relevant experience)
* Mapping/outputting data to existing PDF forms, sometimes multiple different forms in a set

[INSERT CONTENT HERE]

# Response to Business Requirements

The business requirements are detailed in Appendix 1, Business/Technical Requirements. The purpose of Appendix 1 is to identify the requirements for Business, Functional and Non-Functional requirements and the extent to which they can be met in the marketplace.

Two sheets in the workbook requires responses for the “Must Have” priority requirements. You may choose to also include responses for “Prefer” and “Minor” priority requirements.

6.1 Appendix 1 - Business and Technical Requirements

*Proposer must include this XLS in their response*

## 7 COST INFORMATION

Please include information on enterprise cost models for your solution, incl. one-time and ongoing by category, such as licensing, hosting etc.

[INSERT CONTENT HERE OR ATTACH]

## 8 SERVICE LEVEL INFORMATION

Please include information on enterprise service level models for your solution

[INSERT CONTENT HERE OR ATTACH]

## 9 GOVERNMENT CONTRACTS

Please include references for any government agency contracts you may have currently or have had in the past 5 years

[INSERT CONTENT HERE OR ATTACH]

## 10 OPTIONAL INFORMATION

Please feel free to provide any other information about Intelligent Forms products and/or services that we didn’t inquire about.

[INSERT CONTENT HERE]