

**APPENDIX F – BIDDER'S
LIBRARY CONTENTS LIST**

Section of RFP	File Name	Description
Cover Sheet		Coversheet to the RFP.
Section I – Introduction		This document provides and overview of the initiative.
Section II- Rules Governing Competition		Documents the procedures and process that must be followed as part of this RFP.
Section III- Current and Future State		This section contains an outline of the current environment for both the DCAs and JC and the future expectations for Saas hosted implementation.
Section IV- Administrative Requirements		This section establishes the administrative requirements for the JC DMS Project Request for Proposal. Bidders must adhere to all the administrative requirements of this RFP.
Section V- Proposed Solutions Requirements		This section contains instructions on how to respond to the detailed non-functional and functional requirements pertaining to the proposed Phoenix Program as described in RFP Section IV, Proposed Future Environment
Section VI- Pricing Proposal		This section explains guidelines as to what the vendor should include as part of their pricing proposals.
Section VII- Proposal Format		These instructions prescribe the mandatory proposal format and the approach for the development and presentation of proposals.
Section VIII- Proposal Evaluation		This section presents the process that the DMS Evaluation Team will follow in evaluating Proposals submitted by Bidders in response to RFP and the criteria to be used in evaluating the Proposals
Appendix A- (Statement of Work) SOW		The section contains an outline of what should be contained in the vendor’s statement of work.
Appendix B-01 Technical Requirement		The section outlines technical requirements to be scored by the vendors.
Appendix B-02 Implementation Support Requirements		This section identifies the roles and responsibilities of the Bidder and the AOC in the following areas associated with Project Implementation Methodology: In addition, this section identifies the roles and responsibilities of the Bidder and the JC for Optional SAP Support.
Appendix B-03 Appellate Court Project		The section outlines the details around the Appellate Courts deployment, functionality and vision.
Appendix B-03a		Appellate Court DMS Requirements

Section of RFP	File Name	Description
Appendix B-04Optional Future Implementation		This section details the JC deployment, functionality and vision.
Appendix B-04a Work Order		This is a sample work order used in the scope exercise for future projects.
Appendix B-04b- Estimate		The document is a sample of the pricing provided for the work order.
Appendix C- Bid Response Forms		This section include the bidders response forms set.
Appendix D- Cost Workbook		The section contains the cost sheets required to be submitted.
Appendix E - Reports, Interfaces, Conversions		The section discusses the Judicial Council's and DCA's overall reporting, interface and conversion needs.
Appendix F- Bidders Library Contents List		This section is an outline of the documents contained in the RFP
Appendix G- Glossary		This section is a glossary of terms.
Appendix H- Masters Service Agreement		Include the Master Services Agreement.