

RFP Title: Enterprise Document Management Services
RFP Number: IT-DMS-2016-01-MDS

I. INTRODUCTION

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I.1 INTRODUCTION

The Judicial Council invites all interested software vendors, software manufacturers and software implementation service providers (hereinafter “vendor,” “proposer” or “service provider”) with proven products and experience, to submit proposals to license, implement and maintain an enterprise document management solution (DMS) for use by the Judicial Council, the California Courts of Appeal and the Supreme Court of California (collectively, the Judicial Branch Entities (JBEs)).

A DMS is defined as an enterprise document management solution that will fulfill the requirements of any JBE to capture, store, manage, share, preserve and deliver Content in a digital format. The term "Content" includes, but is not limited to: paper of any size, microfilm, electronic documents (PDF, XML, HTML and MS Office), and rich media (picture, video, audio and computer aided design drawings).

The intent of this RFP is to seek proposals for implementation, licensing and maintenance of a SaaS (Software as a Service) DMS for the following JBEs:

- Each of the six (6) separate California Courts of Appeal and the Supreme Court of California, which are composed of a total of nine separate court locations across the State of California. This implementation will be accomplished in a staggered approach by court location.
- The Judicial Council’s organization, provided that the contract between the Judicial Council and the vendor will permit the Judicial Council to elect when and if to implement the selected DMS across its various internal departments. The implementation across the internal departments will occur in a staggered approach.

I.2 PURPOSE OF THIS REQUEST FOR PROPOSAL

I.2.1 BACKGROUND

Recent Judicial Council assessments have revealed the need for an enterprise Judicial Branch DMS. Leveraging a DMS will enable the Supreme Court of California, the California Courts of Appeal (Appellate Courts) and various departments within the Judicial Council the ability to capture, manage, store, share, deliver and preserve essential documents and administrative records. Digital management and retention of documentation and court related documents have become critically important for the Judicial Council as we seek business process and cost efficiencies.

The DMS will provide cost savings and efficiencies for the courts as follows:

- (1) Speedier processes by eliminating the time required for mailing or personal delivery of pleadings and other documents*

- (2) *Greater efficiency from the instantaneous, simultaneous online access to filed court documents for participants in the case, for judges, courts, staff, and members of the public (for publicly available court documents) from any internet capable location*
- (3) *Time savings due to increased digital organization and decreased paper filings*
- (4) *Increased time utilization of the court personnel who are currently involved in receiving, processing, and storage of paper files*
- (5) *Reduction in overall document storage costs*
- (6) *Improved efficiency and customer service to the public*
- (7) *Significant improvement in the ability of the appellate courts to efficiently process, review, and analyze often voluminous JC and appellate court case documents*
- (8) *Performance improvement of administrative tasks due to efficiently organizing data and increased access to documents and court records*
- (9) *Enable the Supreme Court and all Appellate Courts to fully implement their E-Filing and E-business programs statewide*

I.2.2 SUMMARY OF THE REQUEST

The intent of this RFP is to solicit services to implement two separate DMS projects:

- A DMS network for the California Appellate Courts (District Courts of Appeal) and the Supreme Court of California
- DMS services for the Judicial Council organization, with possible implementations in the Judicial Council departments referred to in this RFP as “Optional Future Implementation” (please see RFP Appendix B-04, Optional Future Implementation).

The Appellate Courts are now implementing a statewide electronic record filing system and will digitize document management in the future. Additionally, there is an increased need and demand to provide the State Bar and the public with immediate access to electronic court records, simultaneous with the elimination of paper records. For these reasons, a DMS for the Appellate Courts and the Judicial Council is critical to the future of the California court system.

The various Judicial Council departments have individual DMS requirements. These closely align with the business processes they are responsible for in their day to day operations for the Judicial Council. The Judicial Council entities that will potentially utilize the DMS are identified as Real Estate and Facilities Management, Enterprise Resource Planning (ERP), Branch Accounting and Procurement, Budget Services, Education, Legal Services, Information Technology, Administrative Support and Auditing.

Detailed descriptions of both the Appellate Court and Judicial Council initiatives can be referenced throughout this RFP by reviewing the following documents:

- Section III, Current and Future State
- Appendix B-03 Appellate Court Project and the related support materials Appendix B-03a, Appellate DMS Requirements
- Appendix B-04 Optional Future Enhancements

I.3 VENDOR PARTNERSHIP

- 1.3.1 The Judicial Council seeks to engage a vendor or vendors to design, configure, deploy, train, host and subsequently maintain and support a scalable DMS.
- 1.3.2 Proposers may submit proposals for all DMS as described in this RFP for:
- The six (6) separate California Courts of Appeal and the Supreme Court of California which are composed of a total of nine separate court locations across the State of California. This implementation will be accomplished in a staggered approach by court location.
 - The Judicial Council of California, provided that the contract between the Judicial Council and the vendor will permit the Judicial Council to elect when and if to implement the selected DMS across its various internal departments. The implementation across the internal departments will occur in a staggered approach.

Based on the requirements specified in the RFP and vendor responses, up to two separate legal agreements may be required for services provided to (a) the California Courts of Appeal (including the Supreme Court of California), and (b) the Judicial Council of California.

- 1.3.3 Proposers may leverage partnerships with third party tools to meet the broad scope of requirements represented by this RFP.
- 1.3.4 The Judicial Council has designed this public proposal evaluation according to the Judicial Branch Contracting Manual (JBCM) and the vendor selection process to ensure that all qualified proposers are evaluated fairly.
- 1.3.5 The Judicial Council prefers to award a multi-year, enterprise software license, professional services and maintenance agreement(s) to the selected vendor(s) for the full range of feature sets, system hosting models and service deliverables required by the Judicial Council and the Courts of Appeal (including the Supreme Court).

I.4 TIMELINE FOR THIS RFP

The following list of key events govern this RFP.

EVENT	DATE
RFP issued to http://www.courts.ca.gov/rfps.htm	September 21, 2016
Deadline for submission of written questions to solicitations@jud.ca.gov	October 4, 2016 , No later than 5pm, Pacific Time
Telephone Conference Call - Pre Proposal Introduction and Conference (attendance is optional) Dial 1-877-820-7831, PASSCODE 109630	October 5, 2016
Written questions and answers posted at http://www.courts.ca.gov/rfps.htm	October 14, 2016*
Proposal due date and time	November 3, 2016 , No later than 5pm, Pacific Time.
Anticipated interview dates	November 14- November 18, 2016*
Posting of Technical/Non-Cost Proposal Scores at http://www.courts.ca.gov/rfps.htm	November 22, 2016
Public Opening of Cost Proposals at 1pm PDT, Judicial Council Offices	November 28, 2016*
Notice of Intent to Award Contract to Vendor	December 5 , 2016*
Notice of Award	Contract Effective date January 3, 2017*

* Denotes estimated dates.

I.5 RFP ATTACHMENTS

The following attachments are included as part of this RFP:

ATTACHMENT	DESCRIPTION
Attachment 1: Proposer's Acceptance of Terms and Conditions	On this form, the Proposer must indicate acceptance of the Terms and Conditions of Appendix H (Standard Terms and Conditions) or identify exceptions to the Terms and Conditions.

ATTACHMENT	DESCRIPTION
Attachment 2: General Certifications Form	The Proposer must complete the General Certifications Form and submit the completed form with its proposal.
Attachment 3: Small Business Declaration	The Proposer must complete this form only if it wishes to claim the small business preference associated with this solicitation.
Attachment 4: Payee Data Record Form	This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.
Attachment 5: DVBE Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 6: Bidders Declaration	Complete this form only if the Proposer wishes to claim the DVBE incentive associated with this solicitation.
Attachment 7: Iran Contracting Act Certification	The Proposer must complete the Iran Contracting Act Certification and submit the completed certification with its proposal.
Attachment 8:	Proposed Consultants and Titles Form

I.6 POINT OF CONTACT

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