V.   PROPOSED SOLUTION REQUIREMENTS

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

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V.1 INTRODUCTION

This section contains instructions on how to respond to the detailed non-functional and functional requirements pertaining to the proposed Document Management Services as described in this RFP.

Responses to requirements in this section must be stated in terms of the total Document Management Services system. Responses must not include descriptions of features and capabilities not available in the proposed Document Management Services system due to limitations imposed on one Document Management Services system component by another component. Proposed equipment and systems must be compatible for use with each other as well as the systems with which they must interface.

V.2 NON-FUNCTIONAL AND FUNCTIONAL REQUIREMENTS

Document Management Services Requirements include a combination of functional and non- functional requirements (e.g. technical, implementation and support). The following sections are organized into technical, implementation and support, and functional System Requirements.

This section serves as explanatory text only. Bidders must state compliance with each requirement of this RFP as described in RFP Appendix B-01, Technical Requirements, RFP Appendix B-02, Implementation Support Requirements and RFP Appendix B-03, Appellate Court Project RFP, and include it in their Proposal. Bidders must use one of the response codes shown below in RFP SectionV.2.1.4 for each requirement.

The System Requirements response matrices shall be defined as and are grouped in three separate sections, RFP Appendix B-01, Technical Requirements, RFP Appendix B-02, Implementation Support Requirements and RFP Appendix B-03, Appellate Court Project.

The Proposal evaluation team will score the responses to these requirements in accordance with the Technical/Non-Cost proposal evaluation methodology identified in RFP Section 8, Proposal Evaluation. Any material deviation from these requirements in the Proposal may be cause for rejection of the Proposal as non-responsive.

V.2.1 Requirements Response Matrices

V.2.1.1 Requirements Response Matrices

The Bidder must complete, and include in their Technical/Non Cost Proposals, the Requirements Response Matrices included in each subsection of RFP Appendix B, Technical Requirements. A description of each column and Bidder responsibilities for the Requirements Response Matrices are detailed in this section.

V.2.1.2 Requirement Number

Each requirement has been provided a "Requirement Number." When referring to a specific requirement in proposal materials, Bidders should use the appropriate requirement number and applicable worksheet. Bidders may not alter this column.

V.2.1.3 Requirement

Each requirement is fully described in the "Requirement" column. Bidders may not alter this column.

V.2.1.4 Mandatory/Desirable

Each requirement has been identified as Mandatory or Desirable. Bidders may not alter this column.

V.2.1.5 Response Code

The Requirements Response Matrices must be completed indicating the status of the requirement(s) at the time of submission of the Final Proposal, using a single response code that best describes how the Bidder's solution meets the requirement. Permissible response codes are listed in Tables V-1 and V-2 below:

Table V-1 Permissible Response Codes for Non-Functional Requirements (Technical, Implementation and Support)

Response Code	Definition
Y – **Y**es	Requirement will be met.
N – **N**o	The functionality/responsibility identified in the requirement cannot be met.

Table V-2. Permissible Response Codes for System Functional Requirements

Response Code	Definition
Y – **Y**es	Requirement will be met without configuration or customization.
G - Confi**G**uration	Yes, the requirement will be met through changes to setting of tables, switches, and rules without modification to the source code. Include any changes to the existing or 'out of the box' workflow functionality.
C - **C**ustomization	Yes, the requirement will be met through changes to the existing reports or programs. This would include custom code developed to perform specific functions or validations outside the standard code. Include the creation of a new report, query or workflow that does not exist within the current application.
N – **N**o	Requirement or service will not be met by Bidder. This response code is only acceptable for Desirable Requirements (Requirement Category = 'D'). Use of this response code for Mandatory Requirements may be cause for rejection of the proposal.

V.2.1.6 Comments

Any requirement may be explained by the Bidder, at the Bidder's option, and must include a cross-reference from the Proposal Reference Section column back to the Proposal section where the requirement is addressed. Bidders are encouraged to take time to explain features and functions of their proposed solutions that provide additional value to the Judicial Council. However, the vendor should refrain from comments that could be considered as conditional acceptance of the requirement.

Bidders shall only provide a Response Code as identified in Table V-1 above for all System Requirements listed in RFP Appendix B-01, Technical Requirements, in the "Response Code" column on the matrices. No other Response Codes are allowed. Failure to provide a code may be cause for rejection of the proposal.

V.2.2 Non-functional Requirements

V.2.2.1 Technical Requirements

This section describes the technical requirements that pertain to the Enterprise Document Management Services system. The requirements in this section are further subdivided into the following technical components:

- Services and Operations
- Services and On-boarding
- Appellate Courts
- Integration Technology

- Security and Encryption
- Store
- Document Capture
- Document Management

The specific technical requirements for which the Bidder must indicate a Response Code and compliance can be found in RFP Appendix B-01, Technical Requirements.

V.2.2.2 Implementation Requirements

This section describes the implementation requirements that pertain to the Enterprise Document Management Services system. The requirements in this section are further subdivided into the following implementation service components:

- Project Preparation
- Business Blueprint
- Realization

- Final Preparation
- Go Live and Deployment Support
- Optional Support

The specific implementation requirements for which the Bidder must indicate a Response Code of compliance can be found in RFP Appendix B-02, Implementation and Support Requirements.

V.2.2.3 Support Requirements

This section describes the service support requirements that pertain to the Enterprise Document Management Services system. The requirements in this section are further subdivided into the following support components:

- Ongoing Maintenance and Operations Support Services

- Service Management

The specific service support requirements for which the Bidder must indicate a Response Code of compliance can be found in RFP Appendix B-02, Implementation and Support Requirements.

V.2.3 Functional Requirements

The specific functional requirements for which the Bidder must indicate a response of compliance can be found in **RFP Appendix B-03, Appellate Court Project.**

Please note when responding to the Judicial Council functional requirements that the term "user-defined" is intended to mean that the system can be configured by the Judicial Council (i.e., the "user"), to reflect the business rules of the trial courts. The use of the term "user-defined" in this RFP is not referring to end users and should not be interpreted to mean that an individual "end user" would have the ability to alter the configuration of the system. However, it is also used to indicate capabilities allocated to individual "end users" such as queries and report parameters.

The specific functional requirements for which the Bidder must indicate a response of compliance can be found in **RFP Appendix B-03, Appellate Court Project Functional Requirements.**

Please note when responding to the Judicial Council functional requirements that the term "user-defined" is intended to mean that the system can be configured by the Judicial Council (i.e., the "user"), to reflect the business rules of the appellate and supreme courts. The use of the term "user-defined" in this RFP is not referring to end users and should not be interpreted to mean that an individual "end user" would have the ability to alter the configuration of the system. However, it is also used to indicate capabilities allocated to individual "end users" such as queries and report parameters.