



california courts

THE JUDICIAL BRANCH OF CALIFORNIA

ADMINISTRATIVE OFFICE OF THE COURTS

REQUEST FOR PROPOSAL

JUDICIAL SYSTEM INFORMATION EXCHANGE

**PROPOSALS DUE BY:
MAY 25, 2001, 5:00 P.M.**

Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3660

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The Administrative Office of the Courts (AOC) is the staff agency to the Judicial Council of California, the governing body for the judicial branch of government in California. The Information Services Division (ISD) of the AOC is responsible for coordinating branchwide technology planning, developing and serving as advocates for technology funding requests for the branch, monitoring the expenditure of technology funds allocated to the courts, and recommending and supporting judicial branch technology standards.

The ISD is issuing this Request for Proposal (RFP) for an information technology consulting organization to assist the judicial branch in improving information exchange with state agencies and among courts within regional groups.

The RFP consists of five major sections.

- Nature of the request – provides background information on the current problem.
- Project scope – provides information on the scope, expectations, and data sources.
- Proposal requirements – presents proposal requirements that must be satisfactorily addressed in order for the agency to consider the proposal and to compare submissions.
- Administrative rules – outlines the responsibilities of the vendor and those of the AOC in the administration of the RFP and provides a general description of the evaluation and notification process.
- Appendices A through E

Overview

This section provides background information and describes the current problem.

Background

The Judicial Council's Long-Range Strategic Plan (see Appendix A or <http://www.courtinfo.ca.gov/reference/>) establishes the broad statewide goals for judicial branch information technology efforts for infrastructure, information standards and communication. This RFP focuses on the information standards and communication goals by addressing the need for improved ability to share information with key state agencies and within regional court groups.

Data sharing exists within the broad context of four other major initiatives currently underway for fiscal year 2000-2001, which is the first year that significant funding has been awarded since court funding was centralized with the state in 1998¹. The four initiatives, beginning with data sharing, are described below:

- **Judicial system data sharing:** An initiative to ensure that courts operate with minimal level of communication with key state agencies and to begin planning for data sharing within the judicial branch.
- **Planning:** An initiative to develop a multi-year master plan that will serve as a cornerstone for budget development efforts by presenting a credible and cohesive case for a judicial branch technology program.
- **Telecommunication:** A multi-year, multi-phase initiative to ensure that courts operate with a fully functional level of telecommunications technology. Current projects include definition of the business/information needs of the courts that will facilitate development of an RFP requesting bidders to provide a variety of solutions that will meet the needs of courts.
- **Court management systems:** An initiative to certify that case management systems meet a minimum level of functionality required by the California judicial branch and to eventually migrate all courts to a certified system.

The AOC worked closely with the courts and the Trial Court Technology Advisory Committee, which advises the Judicial Council on technology issues affecting the courts of California, to develop a methodology for accomplishing the four major initiatives. This methodology reported in the Tactical Plan for Court Technology (see Appendix B or <http://www.courtinfo.ca.gov/reference/>) was adopted by the Judicial Council in January

¹ In addition to state funding for the four major initiatives described in this RFP, the trial courts were awarded approximately \$85 million in technology funding in fiscal year 2000-2001. This is in addition to approximately \$163 million in base funding for trial court technology.

II. NATURE OF THE REQUEST

2000. The plan establishes a state and local partnership for managing the majority of IT planning and funding processes and reduces the complexity and risk of technological endeavors by focusing on a limited number of common technology solutions for the courts.

A major step in implementation of the tactical plan was the formation of the Trial Court Technology Groups (regional groups) in February 2000 (Appendix C). After substantial input from the courts, the groups were aligned geographically, with a few exceptions based on past working relationships among courts. There are four regional groups, ranging in size from six courts in the Southern California Technology Group (SCTG) to twenty courts in the Central-Coastal-Eastern-Desert Group (the CCED20). The regional groups are charged with collaborating on planning, design, and implementation of technology solutions.

Current problem

All three branches of California government have long recognized the need to improve communication among criminal justice agencies to ensure public safety and to eliminate inefficient redundancies in data processing that delay response time and increase costs. Two specific areas will be addressed with this project – 1) mandated reporting to the California Department of Justice (DOJ) and the Department of Motor Vehicles (DMV) and 2) data sharing within regional groups of courts.

DMV/DOJ reporting

Assistance is required to document and make recommendations regarding the courts' current ability to comply with DOJ and DMV reporting requirements. Courts continue to rely on manual or semi-automated processes to comply with these requirements due to inadequate case management system (CMS) functionality, lack of adequate infrastructure to support telecommunication, or other operational and technical issues. Implementation of the recommendations is outside the scope of this project.

Regional data sharing

Courts that have already either successfully implemented or have completed plans to implement automated reporting to the DOJ and the DMV are eligible to move forward with the initial planning stages of regional data sharing. Court staff have raised the concern that judicial officers do not have adequate information about parties that appear before them in court. Often the information is related to pending cases in neighboring counties. Assistance is required to work with each of four regional technology groups to develop a model for regional information sharing within the judicial branch. Implementation of the model (i.e. a technical solution for data sharing) is outside the scope of this project.

II. NATURE OF THE REQUEST

Overview

The project involves two separate phases, with phase 1 being the priority for all courts. The phases are as follows:

1. Automated DOJ and DMV reporting
2. Regional data sharing

Each project is defined in detail below:

Phase 1: Automated DOJ and DMV reporting

Scope and expectations

The consultant is expected to prepare a comprehensive inventory of the implementation status of each court in the branch in its current ability to meet the requirements of the DMV and DOJ which are set forth in the following documents.

1. California Case Management System Functional Requirements, page 24, section 8, California Department of Justice Reports
2. State of California, Department of Justice Electronic, Disposition Reporting Manual
3. State of California, Department of Motor Vehicles, Court Direct Update Manual and Court Training Manual

For those courts not in compliance, the consultant is expected to develop documentation that outlines the current problem and recommend solutions. The format for documenting problems and recommending solutions is to be developed by the consultant in collaboration with AOC staff. The recommendations must include a comprehensive solution to DOJ and DMV reporting that once executed, will bring courts into compliance with the mandated requirements.

Actual implementation of the recommendations will be addressed outside the scope of this project.

Deliverables

1. An inventory of the implementation status for each court regarding its ability to meet DOJ and DMV reporting requirements.
2. Comprehensive recommendations for meeting DOJ reporting mandates for each court not currently in compliance with the requirements.
3. Comprehensive recommendations for meeting DMV reporting mandates for each court not currently in compliance with the requirements.

Data sources

- California Case Management System Functional Requirements (<http://www.courtinfo.ca.gov/reference/documents/cmscertpol.pdf>)
- State of California, Department of Justice, Electronic Disposition Reporting Manual (available to successful bidders)
- State of California, Department of Motor Vehicles, Court Direct Update Manual and Court Training Manual (available to successful bidders)

Phase 2: Regional data sharing

Scope and expectations

In this phase, the consultant will work with each of the four regional technology groups to begin planning for regional data sharing related to criminal cases.

The consultant will be expected to perform the following tasks in completion of this phase:

- Assist the group in developing a mission statement and goals for regional data exchange related to criminal cases. The mission and goals should be informed by a variety of sources, including but not limited to, seeking input through surveys or interviews with other court staff and judicial officers.
- Assist the group in developing a model for regional data exchange related to criminal cases using the following as references:
 - Trial Courts Business Flow prepared for the AOC telecommunications project (Appendix D primarily 1a, b and c).
 - Trial Court User/Case Type Matrix (Appendix E)
 - The SEARCH² model which defines four principal dimensions of information exchange that are relevant to integrated justice information systems research, design, development, and implementation. These dimensions are:
 - 1) The **Event** that triggers the information exchange, for example arrest, issuance of a warrant, sentencing, correctional discharge.
 - 2) The **Agencies** involved in the information exchange, for example, local police department, prosecuting attorney, pretrial services agency, trial court, treatment provider.

² Planning the Integration of Justice Information Systems: Developing Justice Information Exchange Points, Project Background Report, March 2000, page 8 (<http://www.search.org/integration>)

- 3) **Information** that is actually exchanged between agencies, which may include documents, data sets, and/or specific data elements, images, video, etc.
- 4) **Exchange Conditions**, which are factors associated with the case, person, or event that govern the exchange of information and define the processing flow and circumstances surrounding information exchange between agencies.

Deliverables

1. A mission statement and goals for regional data sharing.
2. A detailed map of current business processes.
3. A comprehensive model similar to the SEARCH model for criminal case data sharing within a regional technology group. This model must be consistent with ongoing technology initiatives, including telecommunications and planning.

Data sources

- Planning the Integration of Justice Information Systems: Developing Justice Information Exchange Points: Project Background Report. SEARCH, The National Consortium for Justice Information and Statistics (<http://www.search.org/integration>)
- And Justice for All: Designing Your Business Case for Integrating Justice Information, Center for Technology and Government: Appendix C: Useful Links: Integration References & Their URLs (<http://www.ctg.albany.edu/resources>)
- The Judicial Council Long-Range Strategic Plan (Appendix A or <http://www.courtinfo.ca.gov/reference>)
- The Tactical Plan for Court Technology (Appendix B or <http://www.courtinfo.ca.gov/reference>)
- Trial Court Technology Group Roster (Appendix C)
- Trial Courts Business Flow (Appendix D)
- Trial Court User/Case Type Matrix (Appendix E)

Timeline

Assuming a start date of June 11, 2001, the entire project should be completed in approximately 12 months or by July 1, 2002. Requirements for the project schedule are outlined in Proposal Requirements.

Overview

This section presents information regarding proposal requirements that must be satisfactorily addressed in order for the agency to consider the proposal and to compare submissions.

Cost breakdown

Proposals must include a detailed cost break down and itemization clearly indicating the estimated total consulting cost and time for phases 1 and 2. Within each phase, the cost should be broken down by the deliverables specified in Project Scope. Costs related to travel should also be estimated.

Contract types

Two types of contractual arrangements are possible: “fixed bid” and “time and materials.” The vendor must ensure responses are complete as possible so the agency can compare bids.

Work plan

Proposals should include a statement for how the vendor plans to execute the project including initial preparation work, project management, phase deliverables and signoff, and project close.

Project schedule

Proposals must include a project schedule, with a work breakdown structure (wbs), and required resources for each step. The project schedule should clearly indicate the start and end dates, number of days for each step, and resources required at each step. This schedule must clearly map to the work plan and cost breakdown.

Vendor project team qualifications

Proposals should include a list of the proposed project team members, their specific roles, and their relevant qualifications. Resumes for each proposed team member are preferable but must list relevant qualifications and length of experience, not previous work assignments.

Resources

Proposals should include an assumption for the provision of resources: hardware, software, workspace, and agency staff.

References

Proposals must be accompanied by three customer references of previous or current relevant work. This information must include:

- Company full name
- Project name or description of services provided
- Contact individual (must be currently employed at above Company)
- Contact telephone number
- Description of how this previous or current project is similar in scope to the project outlined in this RFP document.

Vendor qualifications

Proposals must be accompanied by a statement of qualifications for the vendor for each of the following:

- the number of years in business
- total annual sales for the previous two fiscal years
- total number of employees (exclusive of subcontractors)
- total number of similar projects (including those referenced above)

Bonding requirements

Vendors are not required to post a bond for this project.

Overview

This section outlines the responsibilities of the vendor and those of the Administrative Office of the Courts in the administration of the RFP, and it also provides a general description of the evaluation and notification process.

Evaluation criteria

The evaluation team will evaluate proposals on the basis of the following criteria:

- The ability to meet the requirements as outline above,
- Qualifications of the vendor,
- References and relevant experience,
- Vendor's financial strength, and
- Cost of implementation.

General information

A vendor's proposal is an irrevocable offer for thirty days following the deadline for its submission. Any contract based on a proposal responsive to this RFP must include the state's standard terms and conditions, including a nondiscrimination clause. The state's Standard Agreement (STD 2) is available at http://www.osp.dgs.ca.gov/default.asp?mp=../Services/FormsMgmt/series_1-99.asp.

Meetings

If a vendor needs detailed clarification on any section of the solicitation document, it is at the discretion of the RFP Manager to agree to an in-person meeting with the individual vendor.

Bidders conference

A bidders conference may be called at the discretion of the RFP Manager. A mandatory bidders conference means that all vendors must attend in person. A non-mandatory bidders conference means that a vendor will not be disqualified from the process if they do not attend. The type of bidders conference is also at the discretion of the RFP Manager.

Errors in the solicitation document

If a vendor submitting a proposal discovers any ambiguity, conflict, discrepancy, omission, or other error in this solicitation document, the vendor shall immediately provide the state with written notice of the problem and request that the solicitation document be clarified or modified. Without disclosing the source of the request, the state

may modify the solicitation document prior to the date fixed for submission of proposals by issuing an addendum to all vendors to whom the solicitation document was sent.

If prior to the date fixed for submission of proposals, a vendor submitting a proposal knows of or should have known of an error in the solicitation document but fails to notify the state of the error, the vendor shall bid at its own risk, and if the vendor is awarded the contract, it shall not be entitled to additional compensation of time by reason of the error or its later correction.

Questions regarding the solicitation document

Vendors requiring clarification of the intent or content of this solicitation document or on procedural matters related to it should contact Patricia Yerian, Director, Information Services Division. She can be reached at (415) 865-7487 or at pat.yerian@jud.ca.gov.

If a vendor's question relates to a proprietary aspect of its proposal and the question would expose proprietary information if disclosed to competitors, the vendor may submit the question in writing, marking it as "CONFIDENTIAL." With the question, the vendor must submit a statement explaining why the question is sensitive. If the state concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered, and both the question and answer will be kept in confidence. If the state does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified.

If a vendor submitting a proposal believes that one or more of the solicitation document's requirements is onerous or unfair, or that it unnecessarily precludes less costly or alternative solutions, the vendor may submit a written request that the solicitation document be changed. The request must set forth the recommended change and vendor's reasons for proposing the change. Any such request must be submitted to Patricia Yerian at the Administrative Office of the Courts **by 5 P.M. on May 11, 2001.**

Deadline

Responses to the solicitation document must be received before 5 p.m. on May 25, 2001. This is the date the responses must be physically at the address noted below and not the postmark deadline. Responses not physically received by this time will be rejected.

Responses (5 hard copies) should be addressed to:

Patricia Yerian
Director, Information Services Division
Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3660

(415) 865-7487

Proposals may be mailed or delivered personally. A receipt should be requested for hand-delivered material.

Vendor's costs

Costs for developing proposals are entirely the responsibility of the vendor submitting the proposal and shall not be chargeable to the state.

Evaluation process

An evaluation team headed by the RFP Manager will review in detail all proposals that are received to determine the extent to which they comply with the solicitation document requirements. The names, titles, locations, and experience of each member of the team are not available to the vendors.

The details of the evaluation process are not available to vendors. However, the evaluation team will evaluate proposals on the basis of the criteria listed earlier.

If a proposal fails to meet a material solicitation document requirement, the proposal may be rejected. A deviation is material to the extent that a response is not in substantial accord with solicitation document requirements. Material deviations cannot be waived. Immaterial deviations may cause a bid to be rejected.

A bid may be rejected if it contains any alterations of form or irregularities of any other kind.

Proposals that contain false or misleading statements may be rejected if in the state's opinion the information was intended to mislead the state regarding a requirement of the solicitation document.

Cost sheets will be checked only if a proposal is determined to be otherwise qualified. All figures entered on the cost sheets must be clearly legible.

The following provision shall govern the resolution of errors in a bid. It is absolutely essential that the vendor submitting a proposal carefully review cost information in the bid, since change in the information will not be permitted after the bid has been submitted to the Administrative Office of the Courts.

If inconsistencies or other errors are found in a proposal, the state may reject it. However, the state may, at its sole discretion, retain the proposal and correct arithmetic or transposition errors on the premise that the lowest level of detail will govern the resolution of any discrepancy. The total price of unit-priced items will be the product of the unit price and the quantity of the item. In case of a discrepancy between the unit

price and total price of an item, the unit price will govern. If the unit price is ambiguous, unintelligible, uncertain for any cause, or omitted, it shall be the amount obtained by dividing the total price by the quantity of the item. If an item described in narrative form is omitted from the cost data, the omission will be interpreted to mean that the item will be provided by the vendor at no cost. If a minor item is not mentioned at all in a proposal and is essential to satisfactory performance, the proposal will be interpreted to mean that the item will be provided at no cost. If a major item is omitted and the omission is not discovered until after the award of a contract, the vendor shall be required to supply the item at no cost. If re-computations or interpretations applied in accordance with this part result in significant changes in the total cost of items quoted or in a requirement that a vendor supply a major item at no cost, the vendor will be given the opportunity to promptly establish the grounds legally justifying relief with regard to changes.

During the evaluation process, the state may require a vendor's representative to answer questions with regard to the vendor's proposal. Failure of a vendor to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

Selection procedures

The evaluation team will examine all proposals received. The name, units, or experience of the individual members will not be made available to any vendor. It is the intent of this team to select two or more proposals and to invite the vendors submitting them to a question-and-answer presentation. After the presentations, the evaluation team will negotiate with the respondents who have presented, in the opinion of the team, the best proposal in an attempt to reach an agreement. If no agreement is reached, the evaluation team can negotiate with the other respondents or make no award under this RFP. At any time, the evaluation team can reject all bids and make no award under this RFP.

Rejection of bids

The state may reject any or all proposals and may or may not waive an immaterial deviation or defect in a bid. The state's waiver of an immaterial deviation or defect shall in no way modify the solicitation document or otherwise excuse a vendor from full compliance with solicitation document specifications.

Award of contract

Award of contract, if made, will be in accordance with the solicitation document to a responsible vendor submitting a proposal compliant with all the requirements of the solicitation document and any addenda thereto, except for such immaterial defects as may be waived by the state. Award, if made, will be made within thirty days after the selection of the vendor. However, a vendor may extend its offer in writing beyond thirty days in the event of a delay caused by a protest of the intended award. The state reserves the right to determine the suitability of proposals for contracts on the basis of a proposal's

meeting administrative requirements, technical requirements, its assessment of the quality of service and performance of items proposed, and cost.

The state reserves the right to modify or cancel the solicitation document in whole or in part.

Decision

Questions regarding the state's award of any business on the basis of proposals submitted in response to this solicitation document, or on any related matter, should be addressed to Patricia Yerian at (415) 865-7487 or at pat.yerian@jud.ca.gov.

Execution of contracts

The state will make a reasonable effort to execute any contract based on this solicitation document within thirty days of selecting a proposal that in its sole determination best meets its requirements.

Protest procedure

The Administrative Office of the Courts intends to be completely open and fair to all vendors in selecting the best possible system within budgetary and other constraints described in the solicitation document. In applying evaluation criteria and making the selection, members of the evaluation team and of the Information Systems Division will exercise their best judgment.

A vendor submitting a proposal may protest the award if it meets all the following conditions:

1. The vendor has submitted a proposal which it believes to be responsive to solicitation document;
2. The vendor believes that its proposal meets the state's administrative requirements and technical requirements, proposes items of proven quality and performance, and offers a competitive cost to the state; and
3. The vendor believes that the state has incorrectly selected another vendor submitting a proposal for an award.

A vendor submitting a proposal who is qualified to protest should contact:

Stephen Saddler
Manager, Business Services
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3660
(415) 865-7989

If Mr. Saddler is unable to resolve the protest to the vendor's satisfaction, the vendor should file a written protest within five working days of the contract award notification. The written protest must state the facts surrounding the issue and the reasons the vendor believes the award to be invalid. The protest must be sent by certified or registered mail or delivered personally to:

Ronald Overholt
Chief Deputy Director
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102-3660

A receipt should be requested for hand-delivered material.

News releases

News releases pertaining to the award of a contract may not be made without prior written approval of the Administrative Office of the Courts.

Disposition of materials

All materials submitted in response to this solicitation document will become the property of the State of California and will be returned only at the state's option and at the expense of the vendor submitting the proposal. One copy of a submitted proposal will be retained for official files and become a public record. However, any confidential material submitted by a vendor that was clearly marked as such will be returned upon request.

Payment

Payment terms will be specified in any agreement that may ensue as a result of this solicitation document. Note that the State of California does not make advance payments.

APPENDIX A

APPENDIX B

APPENDIX C

Trial Court Technology Groups

BAY AREA :

Alameda; Contra Costa; Marin; Napa; Sacramento; San Francisco; San Mateo; Santa Clara; Santa Cruz; Solano; and Sonoma.

CENTRAL, COASTAL, EASTERN MOUNTAIN, DESERT (CCED):

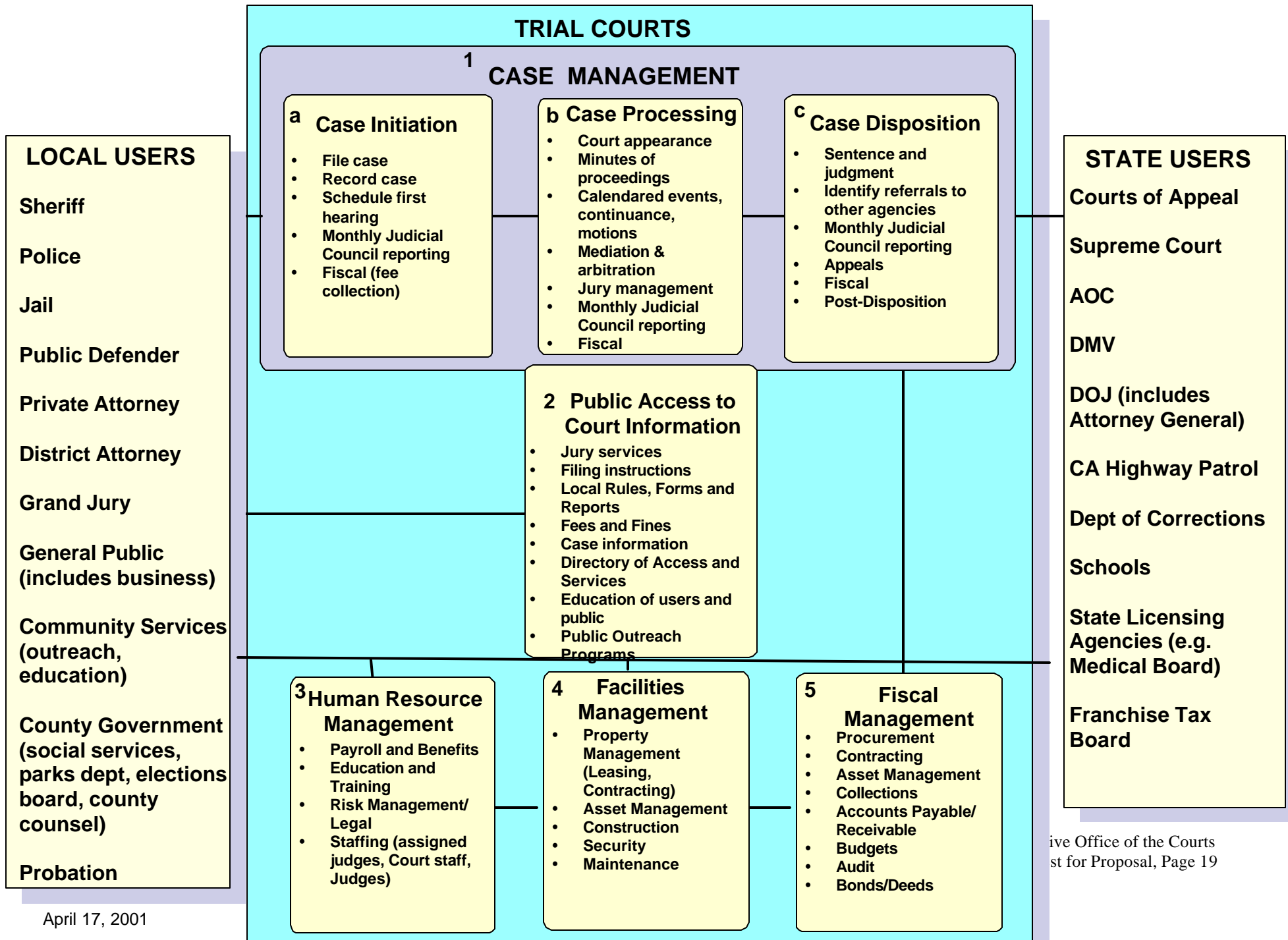
Alpine; Amador; Calaveras; Fresno; Imperial; Inyo; Kern; Kings; Madera; Mariposa; Merced; Mono; Monterey; San Benito; San Joaquin; San Luis Obispo; Santa Barbara; Stanislaus; Tulare; and Tuolumne.

NORTHERN CALIFORNIA:

Butte; Colusa; Del Norte; El Dorado; Glenn; Humboldt; Lake; Lassen; Mendocino; Modoc; Nevada; Placer; Plumas; Shasta; Sierra; Siskiyou; Sutter; Tehama; Trinity; Yolo; and Yuba.

SOUTHERN CALIFORNIA:

Los Angeles; Orange; Riverside; San Bernardino; San Diego; and Ventura.



USERS/CASE TYPES

Users	Case Types									
	Civil	Family	Felony	Juven. Delinq.	Juven. Depen.	Mental Health	Misd. & Infrac.	Probate	Small Claims	Appeals
Sheriff	x	x	x	x		x	x		x	
Police	x	x	x	x		x	x			
Jail	x	x	x	x		x	x			
Public Defender	x	x	x	x		x	x			
Private Attorney	x	x	x	x	x	x	x	x		x
District Attorney	x	x	x	x	x	x	x			x
Grand Jury			x							
General Public	x	x	x	x	x	x	x	x	x	x
Community Services			x	x			x			
County Government	x	x		x	x	x				x
Probation		x	x	x			x			
Courts of Appeal	x	x	x	x	x	x		x		
Supreme Court			x							x
AOC	x	x	x	x	x	x	x	x	x	x
DMV			x	x			x		x	
DOJ			x			x	x			
CA Highway Patrol			x	x			x			
Dept of Corrections			x	x						
Schools				x						
State Licensing Agencies			x							
Franchise Tax Board		x	x				x			