



Request for Information

JUDICIAL COUNCIL OF
CALIFORNIA

TITLE: DATA MINING SOFTWARE

RFI NO: BS-2020-11-DM

RESPONSES DUE:

MAY 12, 2020, NO LATER THAN
3:00 P.M. PACIFIC TIME

1. Purpose

The Judicial Council of California (“Judicial Council”), chaired by the Chief Justice of California, is the chief policy making body of the California judicial system. The California Constitution directs the council to improve the administration of justice by surveying judicial business, recommending improvements to the courts, and making recommendations annually to the Governor and the Legislature. The council also adopts rules for court administration, practice, and procedure, and performs other functions prescribed by law. The Judicial Council is the staff agency for the council and assists both the council and its chair in performing their duties.

The purpose of this request is to obtain information about software that allows users to extract usable data from large raw data dumps from queries and flat reports generated from the State of California’s statewide Financial Information System for California (FI\$Cal).

2. Background

On July 1, 2018, the Judicial Council of California (JCC) transitioned to FI\$Cal; the statewide accounting, budget cash management and procurement information technology system.

Prior to FI\$Cal implementation the JCC used the Oracle financial system to perform accounting, budgeting and procurement functions. With Oracle, the JCC had oversight of the system and among other things, could create and customize its own reports; this autonomy was lost with the transition to FI\$Cal.

The reports and queries in FI\$Cal are either data dumps, flat reports, or Excel or CSV files. As such, financial reports that were compatible with Oracle can no longer be used, resulting in the need for manual formatting and reconciliation of financial data by both Budget and Accounting staff.

For example, the Budget Services Program Budget Unit prepares monthly forecast projections for the 13 Judicial Council’s offices, 6 appellate court districts, the Supreme Court, and the Habeas Corpus Resource Center.

Prior to implementation of FI\$Cal, budget and expenditure data was downloaded from Oracle Discover into an Excel template, and a macro run to format the Judicial Branch Monthly Forecast Report. (**Attachment A**).

Currently, the report is either generated as a flat file or exported in Excel. The Excel file (Program Disbursement Activity report (PDA) must be manually formatted to resemble the old forecast report in **Attachment A**.

This is an inefficient and time-consuming process. (**Attachment B, Fi\$cal PDA Unformatted** and **Attachment C, Fi\$cal PDA Formatted** show the PDA report generated in FI\$Cal, and the

manually formatted Excel report.) A tool is required that will allow the Program Budget Unit to use the Excel data from FI\$Cal to create a reusable report template that automatically generates the monthly forecast report.

As another example, the Branch Accounting and Procurement, Accounting Services unit reconciles monthly to the State Controller Office's (SCO's) tab run which shows financial activity for all funds. Currently, the SCO's tab run can only be viewed online or as a hardcopy flat file. Accounting staff must leaf through hundreds of pages to find a specific transaction.

To address this problem, a tool is needed that will allow Accounting Services to convert the flat file into a database that is searchable and sortable.

3. Invitation to Respond

The JCC is looking for a tool that allows the user to extract data from a range of unstructured data formats such as PDF, TXT, XLS, XLSX, HTML, DOC, and CSV, that can then be used to build a database that is searchable and sortable and that can also be used to build reusable templates and reports.

You are invited to respond with information and provide your response to the following questions and topics. At this time, we are most interested in learning about what capabilities exist in the marketplace, and the general costs associated with those capabilities. Please note: estimates costs are for Judicial Council planning and information gathering only.

A. Functionality

1. Is your software/solution an on premise solution or cloud based solution?
Please describe.
2. If it is an on premise solution
 - What OS, database, or other software requirements are needed in order to run the program?
 - What are the processor, hard disk and RAM requirements?
3. What functionality does the software include for detecting and reporting data errors?
4. Does the software allow users to perform functions similar to macros and VLOOKUPS to allow automation of frequently used report formats?
5. Describe your software graphical reporting features and capabilities?
6. Does the software include a forecasting tool?
Provide description of its features and capabilities.
7. Describe the standard reports that are included in the software out of the box.

8. Describe the tools capabilities for producing customer reports.
9. Describe the file formats compatible with the software.
10. Describe the file format of the output file generated by your solution.
11. Describe what database are supported by your software/solution?
12. Does your software/solution provide a user friendly interface to enable users to map data from source to target exports? Provide description of the tools data mapping capabilities.
13. Describe your approach to enhancements, maintenance, release updates, and patch updates.

B. Security

1. Describe how security managed by your software/solution?
2. Does it support Role Based Access Controls (RBAC)?
3. Describe how granular are the controls?
4. Does your software integrate with an identity management system or MS Active Directory?
5. If your software/solutions is cloud based, does it support Multifactor Authentication (MFA)? If so, is it proprietary or can it integrate with a third party MFA solutions provider?
6. Does your software/solution support encryption? Describe what is encrypted and what level of encryption is supported?
7. Does your software support audit trails or logs of all user activity? Please describe.

C. Customization

1. Does the software offer integrated functionality to customize and create reports, or are direct data base queries required for this? Please describe.

D. General Information

1. What are the start-up costs for your software and how much of that is licensing versus implementation services?
2. What are the ongoing costs for the software?
3. How many hours would be needed for software implementation and training?
4. Describe the type of software support available (i.e., 24/7 email and phone support; online chats; or dedicated lead support contact).
5. What percentage of your employees fulfill a primary support-based role for the software?
6. Are there any significant quantifiable limitations to be aware of in terms of supported user counts, data records, or bandwidth usage of the software?
7. Do any other State of California entities use your software in conjunction with FISCAL? If so, please provide their contact information and describe how they use the software, including types of reports generated.

4. Questions

If you have questions regarding the information requested, or the process to respond to this Request for Information, please email your questions to the Judicial Council of California Solicitation Mailbox at Solicitation@jud.ca.gov prior to 5:00 p.m. (Pacific Time) on **5/1/2020**. The RFI number must be included in the subject line of all communication. All questions and answers will be posted on the JCC's website at <http://www.courts.ca.gov/rfps.htm> on 5/6/2020, estimated date.

Please note that questions become part of the public file and are subject to disclosure; you are accordingly cautioned not to include proprietary or confidential information in your questions.

5. Response Format

A. Submittal Information

RFI submissions are due by **3:00 p.m. (Pacific Time) on May 12, 2020**, and should be sent to the JCC Solicitations Mailbox at Solicitation@jud.ca.gov. The JCC will not accept submissions after the stated date and time.

B. Response Format and Content

The response should include the following:

- i. Cover Sheet, including:

- Company Name
 - Company Address
 - Name and contact information for company representative:
 - Telephone numbers
 - E-mail Address
 - Signature of Representative
- ii. Your response to the questions and topics listed in Section 3, Invitation to Respond above.
- iii. A signed copy of Attachment D, Nondisclosure Agreement.
- iv. The responses to the RFI are to be submitted via email attachment as MS Word and/or Adobe PDF files. The subject line in the email should state “Data Mining Software”.
- v. Interested parties must not contact any other Judicial Council staff, court, or other judicial branch entity regarding this RFI except as provided above. Submissions should provide straightforward and concise responses to the requests for information set forth in this RFI. Expensive bindings, graphics, color displays, and similar features are not necessary or desired.

6. Information Exchange

After the Judicial Council staff has reviewed the submitted material, your company may be contacted and asked to participate in an information exchange with JCC staff. The objective of which is to gain additional information about the proposed software solution.

Information exchange can take the form of additional phone conversations, and/or application demonstrations (in-person or via the web).

It is important to note that the Judicial Council of California will not reimburse any expenses; travel and/or time, etc. regarding information exchange activities.

7. Disposition of Materials and Confidential or Proprietary Information

The Judicial Council is bound by California Rule of Court 10.500 with respect to public access and disclosure of judicial administrative records. Rule 10.500 is posted online at:

http://www.courts.ca.gov/cms/rules/index.cfm?title=ten&linkid=rule10_500. While Respondents may note or mark portions of the information submitted in response to this RFI indicating that the information contains material that is confidential and/or proprietary, if the Judicial Council receives a request for public access to material submitted in response to this RFI, the Judicial Council will determine, in its sole opinion, whether marked material is exempt from disclosure under rule 10.500 or other applicable law. If the Judicial Council, in its sole opinion, finds or reasonably believes that the material so marked is exempt from disclosure, that material will not be disclosed. If the Judicial Council finds or reasonably believes that the material so marked is not exempt from disclosure, the Judicial Council will contact the

respondent with a request to substantiate its claim for confidential treatment, but may disclose the information pursuant to rule 10.500 and other applicable law regardless of the marking or notation seeking confidential treatment.

8. Disclaimer

This RFI is issued to gather information and is intended for planning purposes only. This RFI does not constitute a solicitation. A response to this RFI is not an offer and cannot be accepted by the Judicial Council to form a binding contract. The Judicial Council shall have no obligation to, and will not, reimburse respondents (or their agents, contractors or brokers) for any expenses associated with responding to this RFI. Responses to this RFI will not be returned. The Judicial Council shall have no obligation to respond in any manner to a submission.

9. Statement of Limitations

The Judicial Council represents that this RFI, submissions from respondents to this RFI, and any relationship between the Judicial Council and respondents arising from or connected or related to this RFI, are subject to the specific limitations and representations expressed below, as well as the terms contained elsewhere in this RFI. By responding to this RFI, respondents are deemed to accept and agree to this Statement of Limitations. By submitting a response to this RFI and without the need for any further documentation, the respondent acknowledges and accepts the Judicial Council's rights as set forth in the RFI, including this Statement of Limitations.

This RFI does not create an obligation on the part of the Judicial Council to enter into any retention or agreement, nor to implement any of the actions contemplated herein, nor to serve as the basis for any claim whatsoever for reimbursement for any costs for efforts associated with the preparation of responses submitted to this RFI.

To the best of the Judicial Council's knowledge, the information provided herein is accurate. Notwithstanding, the Judicial Council makes no representations or warranties whatsoever with respect to this RFI or any legal matters managed by the Judicial Council, including representations and warranties as to the accuracy of any information or assumptions contained in this RFI or otherwise furnished to respondents by the Judicial Council.

Notwithstanding anything else in this RFI, the Judicial Council has the unqualified right to:

- change any of the dates, schedule, deadlines, process, and requirements described in this RFI;
- supplement, amend or otherwise modify this RFI; and
- elect to cancel or to not proceed with this RFI

for any reason whatsoever, without incurring any liability for costs or damages incurred by any interested parties or potential interested parties.

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The Judicial Council has the right to require clarification or accept or request new or additional information from any or all interested parties without offering other interested parties the same opportunity, and to interview any or all interested parties. The Judicial Council may independently verify any information in any submission.

The Judicial Council reserves the right to amend or modify one or more provisions of this RFI by written notice posted online at <http://www.courts.ca.gov/rfps.htm> prior to the closing date.