



# Request for Information

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**RFI TITLE:** APPELLATE COURT  
INTERACTIVE SELF-HELP CENTER

**RFI #:** IT-201610-MDS

**RESPONSES DUE:**  
3PM PACIFIC TIME,  
OCTOBER 24, 2016



JUDICIAL COUNCIL  
OF CALIFORNIA

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ADMINISTRATIVE DIVISION

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**APPELLATE COURT INTERACTIVE SELF-HELP CENTER**

**THE OPPORTUNITY**

You are invited to respond with information to assist the Judicial Council of California (JCC) in forming some high-level cost estimates to design and build an interactive, learning center to help self-represented litigants and attorneys produce file-ready electronic documents and provide education on the appellate process.

As California's intermediate courts of review, the Courts of Appeal provide access to justice by ensuring that the law is interpreted and applied consistently and uniformly. You can learn more about the California Courts of Appeal [here](#).

The primary objective of this RFI is to gather information from web and instructional design companies about both capabilities and associated costs, even at a high level.

It is the intention of the California Courts of Appeal to eventually apply for a grant to cover the costs of this initiative. This RFI is intended to provide the court with a better understanding of the range of costs, from low to high, in response to the broad requirements stated below.

**GENERAL REQUIREMENTS**

The following are the primary considerations that we would like addressed in this RFI:

Description	Capability (Yes/No)	Estimate or Pricing Range	Comments/Assumptions
<b>Interactive Forms:</b> develop approximately 25 Web-based fillable JCC forms that function in a question-and-answer fashion, using decision tree logic to complete the form.			
<b>Interactive Templates:</b> develop approximately 20 document templates that, with user input, will populate documents, such as a Brief, <a href="#">see example</a> .			
<b>Instructional Overlay for Forms and Templates:</b> provide instructional overlays, either via animation, video, or other media, to guide and assist users in completing BOTH document templates and JCC Forms.			
<b>Sign-In and Document/File Storage and Retrieve:</b> Provide the ability to establish secure user accounts and save and retrieve 'in-progress' work. It is			

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preferred that an open platform be considered. The judicial branch does not wish to store user credentials of public users at this time.			
<b>Interactive Timeline:</b> develop a rule-based process timeline to advise litigants of deadlines through the appellate process.			
<b>Interactive Learning Center:</b> develop an interactive learning experience to instruct users on how to file up to 8 specific case types, from beginning to end, via animation, video, or other media.			
<b>Interface With Court's Existing Electronic Filing System:</b> allow for completed forms to be optionally uploaded to the court's electronic filing system, most likely through an API, rapid data exchange, or other type of data carryover mechanism.			
<b>Update and Maintenance:</b> includes: a) Knowledge Transfer to JCC/Appellate Staff regarding functionality and upkeep; and b) the ability to adjust or edit instructional overlays and learning modules in response to changes in the law that may impact user instructions or requirements.			

**SUBMISSION INFORMATION**

**Response Format**

- 1) Cover Sheet, including:
  - Company Name
  - Company Address
  - Name and Contact Information for Company Representative, including:
    - Telephone Numbers
    - E-mail Address
    - Signature of Representative
  
- 2) Brief company description; size of company; years in business; type of entity.

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**Information Exchange**

After the Judicial Council of California has reviewed the submitted material, your firm may be contacted and asked to participate in an information exchange with Appellate Court staff. The objective of this is to gain further understanding of your proposed approach or solution.

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

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

**Disclaimer**

This RFI is issued for information and planning purposes only and does not constitute a solicitation. Responses to the RFI will not be returned. A response to this notice is not an offer and cannot be accepted by the Judicial Council of California or the California Courts of Appeal to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

All interested parties should submit a cover sheet, company description with appropriate supporting information clearly marked "Response to RFI – Appellate Court Interactive Self-Help Center by **October 24, 2016** to the following point of contact:

Judicial Council of California  
Attn: Mark Sobecki – RFI No. IT-201610-MDS  
455 Golden Gate Avenue, 6th Floor  
San Francisco, CA 94102  
[solicitations@jud.ca.gov](mailto:solicitations@jud.ca.gov)

Note: Nothing in this section limits the Judicial Council's ability to use a RFI. An RFI is used for information is used to gather information about goods or services available in the marketplace, what goods or services generally cost, or similar topics. An RFI is not used to separate those Prospective Bidders that intend to participate in an upcoming solicitation from those that have no interest in participating.