

ADMINISTRATIVE OFFICE OF THE COURTS

QUESTIONS AND ANSWERS

RFP# ISD-200905-RB

Consulting Technical Analysts

February 23, 2010

-
1. Can you either provide more detail in the day-day responsibilities of this role or further narrow the qualifications listed in section 5.0, Candidate Qualifications? The qualifications include networking, PC and client server application support, database, security, remote access, telecommunications. This is a wide breadth of technology knowledge not typically supported by one role.

Answer: The day-to-day responsibilities are found in Table 1 on page D-1 of Attachment 2, Contract Terms, which is shown below.

Table 1: Task Numbers, Period of Performance, and Task Descriptions

Task No.	Period of Performance	Task Description
1	Ongoing as needed	Project Team Participation <ul style="list-style-type: none">• Provide technical oversight and escalation recommendations by participating in project team meetings.• Serve as the technical single point of contact for project team during data center service implementations and court deployments.• Coordinate with 3rd party vendors in the development life cycle of all data center projects from discovery to implementation.• Represent project team in all enterprise architecture and technical working discussions to raise project issues with design and compliance as needed.

Administrative Office of the Courts
RFP# ISD-200905-RB
Consulting Technical Analysts

Table 1: Task Numbers, Period of Performance, and Task Descriptions

Task No.	Period of Performance	Task Description
2	Ongoing as needed	Court Assessments <ul style="list-style-type: none"> • Conduct technical assessments of computing environment prior to any new application or service deployment or as required. • Coordinate with teams to ensure proper expertise participates in efforts. • Document all findings in a technical document for management approval.
3	Ongoing as needed	Requirements Documents / Work Orders <ul style="list-style-type: none"> • Validate business requirements in order to document the technical requirements and specifications. • Generate conceptual diagrams for inclusion in requirements. • Validate resulting work orders, statements of work and vendor contracts for technical accuracy, provide a technical cost analysis and recommend approval to management.
4	Ongoing as needed	Standards Compliance <ul style="list-style-type: none"> • Provide subject matter expertise on shared infrastructure and security components ensuring compliance with IS standards and security guidelines. • Facilitate the documentation of application architecture and security reviews for data center applications and services. • Ensure technical accuracy and coordinate discovery working sessions as required. • Maintain accurate documents at all times and obtain management approvals. • Validate all change control submittals for technical accuracy and recommend approval to change advisory board.
5	Ongoing as needed	<ul style="list-style-type: none"> • Attend project team meetings • Attend weekly project status meetings • Provide a weekly status report

[END OF QUESTIONS AND ANSWERS]