Administrative Office of the Courts

Request for Information

PEOPLESOFT VERSION 8 UPGRADE

July 22, 2002

Responses due by 5:00 P.M. PST,
August 2, 2002

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

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I.   **<u>Invitation to Respond</u>**

You are invited to respond with information to assist the Judicial Council of California, Administrative Office of the Courts (AOC), in identifying an approach the for an upgrade from PeopleSoft Version 7 (PeopleTools 7.07) to PeopleSoft Version 8.3 (PeopleTools 8.17).

Your response will be submitted to the AOC. Please use the information contained in this document and the format requested as the basis for your response.

A. Background

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency 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, procedure, and performs other functions prescribed by law. The Administrative Office of the Courts (AOC) is the staff agency for the Council and assists both the Council and its chair in performing their duties.

The Information Services Division of the AOC coordinates court technology statewide, manages centralized statewide technology efforts, optimizes the scope and accessibility of accurate statewide judicial information, and supports statewide coordination of judicial branch technology.

PeopleSoft is the Human Resources Management System (HRMS) currently used to support the AOC. The modules to be upgraded under Version 8.3 are:

- Position Management (30% Customization)
- Administer Workforce (30% Customization)
- Recruit Workforce (40% Customization)
- Training Administration (No Customization)

B. Project Description

Perform a technical upgrade from PeopleSoft version 7 .07 to PeopleSoft Version 8.3, planning and executing all the steps required to migrate to Version 8.3.

The objective of this RFI is to explore options for upgrading from the current version of PeopleSoft to the desired Version 8.3.

II.   Requirements

The AOC is requesting information from vendors that have proven experience in PeopleSoft Version 8.3 upgrades.

The AOC is requesting vendors interested in participating in this effort to present information on alternative approaches to the upgrade.

A.   Future Application Requirements

In addition to the PeopleSoft modules listed above, the AOC plans in a later phase to implement the following modules:

- Employee Self-service
- Time and Labor
- Labor Relations
- Health & Safety

III.   Response Format

The following is an outline for a response to this RFI. This outline is intended to minimize the effort of the respondent and structure the responses for ease of analysis by the AOC. Please adhere to this format without compromising your response.

Section 1:   Upgrade Approach

Briefly describe at least one approach to a technical upgrade for PeopleSoft Version 8.3. Discuss the milestones, core activities, and dependencies. This section should be 1-2 pages per approach. Where possible identify the software that would typically be utilized.

Section 2:   Feasibility

Briefly describe the feasibility of each approach and comparative tradeoffs and risks. (1 page per approach.)

Section 3:   Cost and Schedule Estimates

Provide cost estimates for each approach and the contract pricing terms. Also, discuss cost drivers, cost tradeoffs, and schedule considerations. (1-2 pages.)

Section 4: Corporate Expertise

Briefly describe your company, your products and services, history, ownership, financial information, and other information you deem relevant. (Keep it brief.)

Describe your company's experience with PeopleSoft upgrades and Version 8 upgrades in particular. (1-2 pages per project.)

Section 5: Additional Materials

Provide any other materials, suggestions, and discussion you deem appropriate.

IV. <u>**Submission Information**</u>

A. Disclaimer

This RFI is issued for information and planning purposes only and does not constitute a solicitation. All information received in response to this RFI that is marked Proprietary will be handled accordingly. Responses to the RFI will not be returned   A response to this notice is not an offer and cannot be accepted by the AOC to form a binding contract. Responders are solely responsible for all expenses associated with responding to this RFI.

B. Contact Information

The contact for this RFI is:

  Virginia Sanders-Hinds
  (415) 865-7461
  Virginia.sanders-hinds@jud.ca.gov

Please submit responses via e-mail in Microsoft Word format by 5:00 P.M. PST, August 2, 2002 to:

  Virginia.sanders-hinds@jud.ca.gov

You may submit supplemental hardcopy materials such as brochures to:

  Attention: Virginia Sanders-Hinds
  Administrative Office of the Courts
  Information Services Division, 3rd Floor
  455 Golden Gate Avenue
  San Francisco, CA 94102-3660

C. Information Exchange

After the AOC has reviewed the submitted material, your firm may be contacted and asked to participate in an information exchange with the AOC. The objective of this forum is to gain further understanding of your proposed approach.