



Solicitation Information
December 21, 2018

Addendum #1

RFI # 7597671

TITLE: Automated Legal Case Management Software System

Submission Deadline: January 7, 2019 at 2:30 PM (ET)

Attached are vendor questions with State responses. No further questions will be answered.

Gail Walsh
Chief Buyer

RFI – Automated Legal Case Management Software System

Vendor A

Within the RFI, there is a page limit of 6 pages for the response. The RFI asks us to provide a response to a wide range of topics with very broad questions. For instance, to properly respond to the questions related to Section 5 Implementation would, by itself, exceed 6 pages. Can you please confirm whether this is a typo or do we really need to stay within 6 pages? If 6 pages is the limit, please confirm that we do not need to include your questions in the response as those exceed 4 pages by themselves. Thanks.

Thank you for this clarifying question. Brevity is appreciated, but please disregard the 6 page limit.

In section 5 b. i. it states “A cloud based software solution to include document storage.” Is the state also considering on premise solutions that are browser based? Thanks.

As stated in #3 on page 3 of the RFI, “Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFI are solicited.” The State encourages the proposal of all solutions that will potentially meet our business needs.

Vendor B

1. Section 4, A, page 10-11, Response Contents

Q: Per section 9 of the RFI, we appreciate the opportunity to include screen captures and videos (to demonstrate navigability and flow of our system in real time) to assist in visualization of our solution. We noted the CD-R requirement and due to the fact that a CD-R has 650 MB of storage, this may constrain the State’s ability to view and navigate a detailed video demonstration, especially if more than one CD-R is needed. Would the State please reconsider the option of accepting a DVR disk, which holds 4.7 GB of information, to allow us to offer a simplified and more enjoyable viewing and navigation experience?

A CD-R has significant space for video of reasonable length (less than 30 minutes) in a modern format (e.g. MP4). The State does not see a need to consider larger media limits for the purposes of this RFI.

2. Section 2, A, page 4, Background

Q: Please describe in more detail the “variety of tools to manage caseloads across agencies” that are currently in place for the Executive Branch’s legal agencies.

Microsoft Word, Microsoft Excel, custom Microsoft Access databases and other custom or off-the-shelf platforms have been employed independently by various agencies to manage their current caseloads.

3. Section 5, a), v., page 7, Implementation

Q: While the State is “notionally envisioning 4-6 months for the project,” is there a contemplated date for the commencement of the project, following the issuance of an RFP?

The State cannot provide specific guidance at this time.

4. Section 4, B, 2b, page 11, Formatting of written documents and printed copies

The RFI states “All pages on the response are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments.

The Vendor’s name should appear on every page, including attachments.” We normally submit a cover (title) page with the title of the RFI response on it, then include a cover letter to introduce our response, followed by the table of contents.

Questions:

- a. Does the RIVIP signed form follow the cover title page?

Yes.

- b. Does the cover letter count against the 6-page response limit?

Thank you for this clarifying question. Brevity is appreciated, but please disregard the 6 page limit.

- c. It is understood that the cover title page and RIVIP forms, which both precede the table of contents do not count against the 6-pages limit.

Thank you for this clarifying question. Brevity is appreciated, but please disregard the 6 page limit.

5. General

Q: Has a budget been approved and/or allocated for the legal case management project?

The state cannot comment at this time.

Vendor C

Question: Would the State consider increasing the page limit from 6 pages to 20 pages?

Thank you for this clarifying question. Brevity is appreciated, but please disregard the 6 page limit.

Vendor D

At the top of page 5, in the section entitled “B. RFI Response”, the vendor is asked “NOT to include a cost proposal with your RFI”. However, page 10, segment “B. 1.” indicates requiring separate CDs for the technical proposal and cost proposal. Can you confirm a cost proposal is NOT required?

A cost proposal is not required.

Vendor E

1. What is the estimated cost of the Automated Legal Case Management Software System?
It is unknown. One purpose of the RFI is to gather information that would allow us to better answer this question.
2. Has the Department allocated funding for the Automated Legal Case Management Software System yet? If so, through which source (budget, CIP, state/federal grant, etc.)? If no funding is secured, which sources will be sought and when? If utilizing a grant, would you be able to specify which one?
The state cannot comment at this time.
3. When does the Department anticipate releasing the Automated Legal Case Management Software System RFP?
The state cannot comment at this time.
4. When does the Department want this solution to be implemented by?
The state cannot comment at this time.
5. What other systems will have to integrate or interface with the Automated Legal Case Management Software System, and what vendor provides each system?
The State believes that integration with our Microsoft Outlook calendar tool is an imperative piece of functionality. There may be additional integrations that vendors may propose based on their future understanding of the system landscape, but there are not any known additional integration requirements at this time.
6. Does the Department need to replace or upgrade any of the integrated systems in the next 5 years? If so, which system and when?
Not applicable.
7. What vendor provides the current Solution? When does the contract expire?
This will be the State’s first enterprise legal case management system for the executive

branch.

8. Who is the technical contact and/or project manager for the Automated Legal Case Management Software System?

The state cannot comment at this time.

9. Does the Department anticipate any professional or consulting services may be needed through separate procurements to accomplish this effort? (i.e. project planning/oversight, PM, QA, IV&V, staff augmentation, implementation services etc.)? If so, what services does the Department desire and how do they anticipate to procure?

No.

10. Aside from this solicitation, is the Department looking into any other technology projects within the next 3 years? If so, what kind?

- What are the drivers for these project(s)?
- How does the Department plan to procure the potential project(s)?
- When does the Department want them to be implemented?

No additional technology projects are being pursued for the legal team at this time.

11. Who were the responding vendors to RFI # 7597671 for the Automated Legal Case Management Software System?

This will be made public when the RFI closes.

Vendor F

Whether companies from Outside CANADA can apply for this?
(like, from India or USA)

Yes.

2. Whether we need to come over there for meetings?

Yes.

3. Can we perform the tasks (related to RFP) outside CANADA
(like, from India or USA

This is an RFI. Not all tasks can be performed remotely.

4. Can we submit the proposals via email?

No.

Vendor G

). I am wondering what types of systems the state currently uses to perform these tasks? As well, if the information phase goes well does the state have a desired window to release a full solicitation for this program? Any information you could provide would be greatly appreciated.

Microsoft Word, Microsoft Excel, custom Microsoft Access databases and other custom or off-the-shelf platforms have been employed independently by various agencies to manage their current caseloads.

A timeline is not currently available.

