



ADMINISTRATIVE OFFICE OF THE COURTS

GOVERNMENT RELATIONS
INFORMATION TECHNOLOGY
INTERNAL AFFAIRS
JUDICIAL COLLEGE OF MARYLAND
OPERATIONS
PROGRAMS

Questions/Responses No. 1 to the Request for Proposals (RFP) K16-0099-29 Enterprise Records Management Strategic Planning

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

1. Question: On Attachment E – Price Proposal Form – all deliverables state “upon the Judiciary’s acceptance of final report” – Does this mean that no payment of any kind will be provided until the acceptance of the final report (RFP states project will / may last for six (6) months)?

Response: See amendment 1.

2. Question: Is there a deadline to submit questions?

Response: No, but please keep in mind the Procurement Officer needs time to receive questions, research responses and post responses online.

3. Question: Section 2.2 states, “The goal of the governance framework is to tighten up existing JIS initiatives...” what are the existing JIS initiatives?

Response: There are several imaging / document management approaches being used in the Judiciary. The District Court of Maryland currently uses an imaging system developed in house to archive case files, the Circuit Courts use a vendor supported system to image and retrieve various non-case records as well as a

separate vendor supported system to record land records, and the Judiciary has begun the implementation of an electronic case management system that includes electronic filing and records management. The Administrative Office of the Courts has implemented PeopleSoft Financial and HCM modules with imaging / document management capabilities.

In addition to these system components, the Judiciary has initiated a review of existing record management policies and practices.

It is the objective of this engagement to consider all of these components in the development of a comprehensive strategy and plan.

4. Question: Is there a framework/list of the IT architecture/landscape as it exists now? Can we receive a copy?

Response: The existing document management systems utilize both Oracle and .Net infrastructures. PeopleSoft employs an Oracle infrastructure and the electronic case management system being implemented employs a .Net architecture.

5. Question: Does the project include email and/or text messaging?

Response: email is not a primary target of this strategy; the archiving and management of email is being addressed separately. However, should the chosen vendor approach identify email as a necessary or critical component after initial assessment, it will be considered.

6. Question: Is there an organization chart detailing offices, departments and divisions? Can we get a copy?

Response: Please see attachments G and H.

7. Question: Where (what locations) would need to be included in the discovery and review/assessment process?

Response: Discovery should be able to be completed in the Annapolis area with limited visits to other court locations.

8. Question: Do you have an approximate number of people, offices, divisions included in this project?

Response: This will largely depend on the approach proposed by the offeror. However, for general planning purposes, representatives from approximately 20 - 25 offices / divisions will likely be involved.

9. Question: Is there a list of all the technology systems currently being used – even those that may not hold “records”?

Response: The major components are noted in response to #3 above. The chosen vendor will be expected to identify the appropriate scope of systems to be included during the assessment phase of the project.

10. Question: Besides ELROI, PeopleSoft Financial and HCM and Tyler Technologies Odyssey – are there any other systems used – may not be enterprise – that hold/store records?

Response: See above

11. Question: Will there be work space available for the project team during onsite visits?

Response: yes

12. Question: Will remote processes including survey and phone interviews be permitted?

Response: Initially in person interaction is preferred. Remote processes will be considered after that depending on the nature of the information to be gathered.

13. Question: Will all existing policies and procedures be provided up-front to the successful bidder?

Response: No. Existing formal policies will be gathered. However, procedures will likely need to be documented during the discovery process

Issued by: Khrystine Bunche
Procurement Officer
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