



**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



**AMENDMENT NO. 2**

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT**

**ISSUE DATE: August 2, 2021**

**SUBJECT: Solicitation Number DCSC-21-RFP-98- Solicitation Preparation and Source Selection Services for D.C. Court of Appeals CMS**

**PROPOSAL  
SUBMISSION**

**DATE: August 12, 2021, by 2:00 p.m., Eastern Standard Time (EST) for Electronic Proposal**

**Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment:**

One (1) copy of this amendment is being sent to only those Offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

*Geoffrey Mack*

**Geoffrey A. Mack  
Contracting Officer**

**This amendment is acknowledged and is considered a part of the subject solicitation.**

\_\_\_\_\_  
**Signature of Authorized Representative**

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**Date**

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**Title of Authorized Representative**

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**Name of Firm**

**Attachment A: Responses to Written Questions  
DCSC-21-RFP-98  
Solicitation Preparation and Source Selection Services  
for D.C. Court of Appeals CMS**

**Question 1: I see that part of this solicitation includes RFP development services and source selection services for a Court Management System. I also see that the contract term is six months and includes a six month option. Can you confirm that this means that there will be a RFP for a Court Management System released within approximately six months of this contract's execution?**

**Response 1: It is the Court's intention to conduct a procurement for a comprehensive integrated appellate case management system within fiscal year 2022 provided the necessary funding is available.**

**Question 2: Please clarify whether the source selection plan is included in the base or optional scope of work. It is included the RFP Development section on page 11 but also included under CLIN 2 on page 29.**

**Response 2: As illustrated in Table F.3.1 – Deliverables, the source selection plan is included in CLIN 2.**

**Question 3: As DCCA is looking to select a new appellate CMS, would vendors that participate in this RFP support be excluded from participation/support in that project?**

**Response 3: Not necessarily but the Courts would need to take into account conflict of interest concerns.**

**Question 4: Does DCCA have any current state documentation related to processes and/or the legacy CMS application to share if work is awarded and in advance of the project start? If yes, what specific current state documentation exists?**

**Response 4: Yes, as stated in Table C.3.1 sub item 1.2 the awardee will be provided DCCA business area flow charts and standard operating procedures.**

**Question 5: What is DCCA's desired start date, given the 8/12/21 vendor selection support submission date and the 3/1/22 final CMS RFP submission date?**

**Response 5: The awardee would be expected to participate in a kick off meeting by end of September 2021 and commence work toward the deliverables described in CLIN 1 October 1, 2021.**

**Question 6: To adequately understand the current state operations and legacy CMS, approximately how many stakeholders (internal and or external) can we expect to interview?**

**Response 6: As stated in section C.2.2 the DCCA has 9 full-time judges, approximately six part-time judges, approximately 35 judicial staff members, and approximately 50 administrative employees. It is anticipated the individuals to be involved in the requirements validation activities will be identified as part of the planning process.**

**Question 7: How many DCCA staff are expected to be part of this engagement?**

**Response 7: As stated in section C.2.2 the DCCA has 9 full-time judges, approximately six part-time judges, approximately 35 judicial staff members, and approximately 50 administrative employees. It is anticipated all of these individuals will be participants in the project scope. It is anticipated that during project planning identification of specific individuals will take place based on defined roles and responsibilities.**

**Question 8: In addition to an electronic proposal would you also prefer physical copies to be overnight delivered? If so please specify the number of recipients, recipient address(es) etc.**

**Response 8: Proposals shall be submitted via EMAIL ONLY. Please refer to section L.**