



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



***AMENDMENT NO. 2***

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT**

**ISSUE DATE: March 15, 2021**

**SUBJECT: Request for Information Number DCSC-21-RFI-1 – Appellate Petitions and Motions Voting System**

**RFI SUBMISSION**

**DATE: Tuesday, March 30, 2021, no later than 2:00 P.M., Eastern Standard Time.**

The subject Request for Information is amended as follow:

1. See Responses to Prospective Contractors Questions under Attachment A – Questions and Answers.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

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 emailed in accordance with 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.

*Darlene D. Reynolds*

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Darlene D. Reynolds  
Contracting Officer

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

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Name of Firm**

**Attachment A**  
Question and Answers  
RFI No.: DCSC-21-RFI-1  
Appellate Petitions and Motions Voting System

- 1. Whether companies from Outside USA can apply for this?  
(like, from India or Canada)**

Answer: No. Only companies licensed to do business in the U.S.A. can apply for this business opportunity.

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

Answer: No.

- 3. Can we perform the tasks (related to RFP) outside USA?  
(like, from India or Canada)**

Answer: No. Only companies licensed to do business in the U.S.A. can apply for this business opportunity.

- 4. Can we submit the proposals via email?**

Answer: Yes.

- 5. Do you happen to know the estimated funding source, or budget for this project?**

Answer: No.

**If so, has funding for an RFP been secured?**

Answer: Securing the funding for the RFP will go through it's normal process.

- 6. Is this a new requirement?**

Answer: Yes.

**Or is there an incumbent vendor providing these services?**

Answer: No.

**If there is an incumbent, would you be able to provide the contract number, vendor name, and term of the contract?**

Answer: This is a new requirement. There is not an incumbent.

**7. Is there a timeline for an RFP to be released? If not, what steps are expected to make a decision on releasing an RFP?**

Answer: There is not a timeline; however, the court is very much interested in putting a system in place as soon as possible. The court will promptly review the information provided in responses to the RFI and quickly determine how to proceed.

**8. Do you have a system in place for petitioners to file appeals electronically?**

Answer: Yes.

**9. How are motions and briefs filed today?**

Answer: The vast majority are efiled; however, if a litigant is not able to efile their pleadings the court will scan their paper filings into our case management system. This allows the docket to be 100% electronic.

**10. How are motions and briefs accessed by judges prior to voting today?**

Answer: Judges currently access motions and briefs in two ways: (1) After a pleading is filed, the case management system will send a notice to the assigned judges on the panel; the judges may then log into the case management system and view the pleadings; and (2) When motions are filed, Clerk's Office staff may also separately email the judges with the pleadings attached and ask the assigned judges to vote on the motion.

**11. Can you provide a count of the number of support staff and number judges that will need to have access to the voting system?**

Answer: Approximately 60 – 75 persons will need access to the system.

**12. Are you looking for the voting system to integrate to Thompson Reuters?**

Answer: We anticipate that the voting system will receive information from the Thomson Reuters case management system, but it may not need to return information to the system. We are interested in the capabilities that your system offers and are open to the data sharing possibilities.

**13. Can you elaborate on how you envision that integration working and the exchanges of data/documents required?**

Answer: We would like to see if your system can accept data from the Thomson Reuters case management system (CMS). We have a system that interfaces with the CMS using web services and we have another system that queries the database from the backend. Both are potential options. The data exchanged would most likely be information about petitions and motions received in the CMS to populate the voting system to enable voting.