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Executive Officer

DISTRICT OF COLUMBIA COURTS  
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Louis W. Parker  
Administrative Officer

AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT  
ISSUE DATE: October 26, 2018

SUBJECT: Solicitation No.: DCSC-19-RFP-0013

FOR: DC Superior Courts Case Management System

CLOSING DATE: Friday, November 30, 2018

The subject solicitation is amended as follows:

1. Responses to written questions received from prospective offeror(s) are included as attachment Appendix J15 -- Question Submission Template.

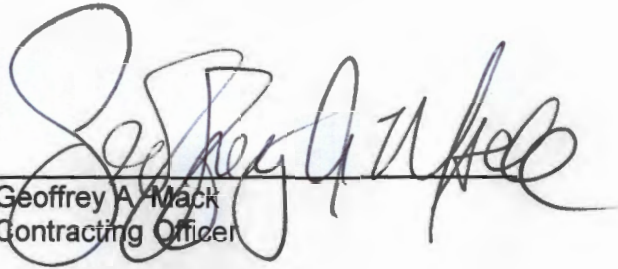
**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

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 proposal to be submitted to the Courts in response to the subject solicitation. Proposals shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents.

Offerors shall submit their proposals in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance with the instructions provided in the original solicitation documents.

This amendment, together with your Proposal, must be received by the District of Columbia Courts no later than the date and time specified for proposal submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for Proposal submission.

Failure to acknowledge receipt of this amendment, for the subject solicitation may be cause for rejection of any proposals submitted in response to the subject solicitation.



Geoffrey A. Mack  
Contracting Officer

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

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

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

D.C. Courts  
Case Management System

Attachment -- Appendix J15

**INSTRUCTIONS:** Offerors shall submit questions pertaining to this RFP by populating the blue-shaded cells. Questions are due to the contact person and by the due date and time listed in the RFP. Add rows as necessary.

	OFFEROR QUESTION	RFP SECTION & PAGE NUMBER	DCC RESPONSE
1	Does the District require a Browser based solution or would they consider a Client solution that could be hosted by the vendor or off-site by the District?	Section B.1 Page 2	Yes. The District of Columbia Courts RFP #: DCSC-19-RFP-0013: Case Management System states in Section C.1 Introduction: "The selected Offeror shall provide a proven, <u>web-based</u> , commercial-off-the-shelf software system..." We will not consider proposed solutions for a client-server architecture that is hosted by the vendor or off-site.
2	In the RFP document it mentions a pre-bid conference between November 5 <sup>th</sup> and 9 <sup>th</sup> is there going to be a pre-bid conference.		Yes, the Bidders Conference is scheduled for Thursday, November 8th in Juror's Lounge of the Moultrie Courthouse at 500 Indiana Avenue, NW 20001
3	Whether companies from Outside USA can apply for this? (like from India or Canada)		Yes, there are no restrictions to companies outside of the U.S. responding to this RFP.
4	Whether we need to come over there for meetings?		Yes, the selected vendor can expect to attend meetings scheduled at the Courts on a regular basis.
5	Can we perform the tasks (related to RFP) outside USA? (like from India or Canada)		While some of the tasks in the software development/integration life cycle may be able to be performed off site, the majority of the scope of work described in Section C. DESCRIPTION / SPECIFICATIONS / WORK STATEMENT requires resources be on site.
6	Can we submit the proposals via email?		No. Refer to Section L. Instructions, conditions and notices to offerors.
7	Are there further details on the location and timing of the pre-proposal conference?	Main RFP section B Page 2	Please refer to question #2
8	Is there a proposed budget for the CMS?		Yes, but that is not part of the contents of this RFP. We encourage each respondent to present a competitive pricing proposal.
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