



Anne B. Wicks
Executive Officer

DISTRICT OF COLUMBIA COURTS
Administrative Services Division
Office: Gallery Place
616 H Street NW, 6th Floor
Washington, DC 20001
Mailing Address: 500 Indiana Avenue NW
Washington, DC 20001-2131



Louis W. Parker
Administrative Officer

AMENDMENT NO. 4

TO: ALL PROSPECTIVE OFFERORS

**AMENDMENT
ISSUE DATE:** November 21, 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 to Amendment 4.

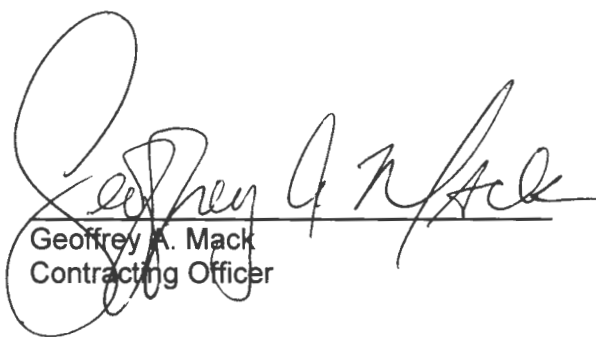
ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

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

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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	Can you please provide additional detail on the scope of Functional Requirement 419? For instance, is there anything unique about these case files for the Tax Division from the information that is maintained in OnBase and outlined in C5.18?	C.5.18; page 2	There is nothing unique about the cases for the Tax Division in that the standard data elements are captured in the CMS and document images are maintained in the DMS.
2	What is the protocol for each of the exchanges?	C.5.11 and C.5.12, p 20; Appendix J.16 Interface Descriptions	The current protocol for each of the existing interfaces varies according to nature of the exchange and the partner system. Example protocols include SOAP and Restful Web Services; sFTP; and Database links.
3	What is the data format for each of the exchanges?	C.5.11 and C.5.12, p 20; Appendix J.16 Interface Descriptions	Data formats for each existing interface vary depending on the contents of the transactions. Example formats include: Text; Base64 encrypted PDFs; and TIFs
4	Is there any technical documentation available to vendors for each of the exchanges?	C.5.11 and C.5.12, p 20; Appendix J.16 Interface Descriptions	No, the Courts expect each vendor to use the background provided in Section C and Appendix J.16 along with past experience and expertise to propose an approach for the listed exchanges. Also, as stated on page 32 item k Interface Tools and Interface Creation, each vendor is encouraged to submit assumptions driving this proposal.
5	How many different data exchange points are there outbound from the CMS?	C.5.11 and C.5.12, p 20; Appendix J.16 Interface Descriptions	Appendix J.16 lists each of the interfaces within the scope of this solicitation.
6	How many different data exchange points are there inbound to the CMS?	C.5.11 and C.5.12, p 20; Appendix J.16 Interface Descriptions	Appendix J.16 lists each of the interfaces within the scope of this solicitation.
7	Abila's MIP Financial System - Can the court confirm that this is part of the Disbursement process?	Appendix J.16 Interface Descriptions	Yes, the interface between the CMS and the Abila MIP Financial System is part of DCC's disbursement process.
8	Abila's MIP Financial System - Can the court confirm that the only data necessary for retention in the CMS is the 'check number' produced by the Abila Financial System?	Appendix J.16 Interface Descriptions	No, the Check Number generated within MIP is not the only data necessary for retention in the CMS.
9	CJCC JUSTIS System – Juvenile - Parts of the description indicate seem to be very similar to the CFSA FACES system description. Can this be clarified?	Appendix J.16 Interface Descriptions	The Court recognizes this oversight in Appendix J.16. The Outound description of the Juvenile CJCC JUSTIS System mimics the Adult CJCC JUSTIS System interface not the CFSA FACES system interface. We apologize for any confusion this may have caused.
10	Juvenile Probation Case Management (JPCMS) - What system do these Juvenile Probation cases originate?	Appendix J.16 Interface Descriptions	Juvenile probation cases stemming from juvenile delinquency and abuse and neglect matters currently are originated in the CMS via electronic interface exchanges described in Appendix J.16. Juvenile probation cases created as a result of truancy or arrests outside of the DC area originate within the JPCMS.
11	Juvenile Probation Case Management (JPCMS) - Is the CMS or the JPCMS the system of record for the Juvenile Probation cases?	Appendix J.16 Interface Descriptions	All juvenile probation cases are currently accounted for in both the CMS as well as the JPCMS. While these matters are not considered legal cases, the system of record is the CMS.
12	Juvenile Probation Case Management (JPCMS) - What data must remain synchronized between the two applications?	Appendix J.16 Interface Descriptions	Appendix J.16 includes references to the data synchronization between the CMS and JPCMS.
13	District of Columbia Bar Association - Does the integration data contain the current status of all attorney records, or only updates to the records?	Appendix J.16 Interface Descriptions	Currently there is no electronic interface exchange between the CMS and the DC Bar Association but the intent is to collect and maintain the current status of attorneys active with DCC.

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14	CFSA's FACES System – Case Initiation - It appears that the descriptions for the three 'CFSA's FACES System' exchanges (#8-10) are the all the same. Can the court clarify the descriptions for these three items?	Appendix J.16 Interface Descriptions	As described in J.10 there are 3 components of the current CFSA FACES interface: Inbound case initiation; Inbound (post case initiation) submittals; and Outbound judicial orders.
15	CFSA's FACES System – Case Initiation - Can the court confirm that this item refers only to Case Initiation and Complaint document generation as well as the subsequent notification of Hearing information?	Appendix J.16 Interface Descriptions	Please see related response in previous question.
16	CFSA's FACES System – Case Initiation - Is there a listing of fields available for the outbound Hearing data file?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
17	CFSA's FACES System – Case Initiation - Is there a listing of fields available for the inbound Case Initiation file?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
18	CFSA's FACES System – Case Initiation - Is the Case Initiation data imported in a single file?	Appendix J.16 Interface Descriptions	A single batch file with one or more transactions is delivered to the Court's sFTP server where the transfer to the interface platform takes place for individual transaction processing.
19	CFSA's FACES System – Case Initiation - Is the Hearing data exported in a single file?	Appendix J.16 Interface Descriptions	Yes, a single XML file.
20	CFSA's FACES System – Case Initiation - Can the court confirm the intention to have the Complaint document generated by the CMS upon receipt of the Case Initiation data?	Appendix J.16 Interface Descriptions	Yes
21	CFSA's FACES System – Subsequent Filing - Can the court confirm that this item refers only to the Subsequent Filings received by the court from the FACES System? Is that the correct interpretation of this integration item?	Appendix J.16 Interface Descriptions	Yes, that is the correct interpretation.
22	CFSA's FACES System – Subsequent Filing - Is there a listing of fields available for the Subsequent Filings file?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
23	CFSA's FACES System – Subsequent Filing - Is the Subsequent Filing data imported/exported in a single file?	Appendix J.16 Interface Descriptions	A single batch file with one or more transactions is delivered to the Court's sFTP server where the transfer to the interface platform takes place for individual transaction processing.
24	CFSA's FACES System – Subsequent Filing - Is it correct to assume that order documents and metadata are covered under item #10?	Appendix J.16 Interface Descriptions	Yes
25	CFSA's FACES System – Outbound Judicial Order - Is this item specifically referring to outbound judicial orders being transmitted to CFSA's FACES system?	Appendix J.16 Interface Descriptions	Yes
26	CFSA's FACES System – Outbound Judicial Order - Is there any data returning from CFSA's FACES System back to the CMS for this part of the integration?	Appendix J.16 Interface Descriptions	No

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27	CFSA's FACES System – Outbound Judicial Order - Is there a listing of fields available for the Judicial Order file?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
28	CFSA's FACES System – Outbound Judicial Order - Is the Judicial Order data imported/exported in a single file?	Appendix J.16 Interface Descriptions	No, each Oubound transaction is triggered in a near real time fashion and retrieved by CFSA via sFTP for import into the FACES system.
29	CFSA's FACES System – Outbound Judicial Order - What criteria indicates that an order document needs to be transmitted to the FACES system?	Appendix J.16 Interface Descriptions	In the current CMS docket codes act as trigger points to for the CFSA Outound Order exchange. Each Participating order type is identified as a unquire docket code.
30	ProBonoNet's Document Assembly System - How many different data exchange points are there inbound to the CMS?	Appendix J.16 Interface Descriptions	The Court is unable to answer this question. As indicated in the J.16 description for this interface, this capability does not currently exist within the CMS.
31	ProBonoNet's Document Assembly System - Can the court confirm if the ProBonoNet system will be initiating cases in the CMS?	Appendix J.16 Interface Descriptions	The scope of the Interactive Interview Document Assembly project is evolving so yes you should assume the ProBonoNet system would interface with the CMS for case initiation as well as subsequent filings.
32	ProBonoNet's Document Assembly System - Is there any review process needed for data and filings coming in from the ProBonoNet system?	Appendix J.16 Interface Descriptions	Yes
33	ProBonoNet's Document Assembly System - Is the intention to handle these as E-Filings?	Appendix J.16 Interface Descriptions	Yes
34	District of Columbia Sex Offender Registry - Can the court confirm the workflow desired for this integration? Is this an active 'push' of sex offender registry information into the CMS or is the CMS responsible for 'pulling' the data from the sex offender registry system?	Appendix J.16 Interface Descriptions	The Court is unable to answer this question. As indicated in the J.16 description for this interface, this capability does not currently exist within the CMS.
35	District of Columbia Sex Offender Registry - Is there a listing of fields that are included in the DMV data exchange?	Appendix J.16 Interface Descriptions	The Court is unable to answer this question. As indicated in the J.16 description for this interface, this capability does not currently exist within the CMS.
36	District of Columbia Division of Motor Vehicles - Are there any special business rules that are applied when reporting disposition information to the DMV?	Appendix J.16 Interface Descriptions	No, this is a standard data set of case-related fields selected from the current CMS based on participating D.C. charges.
37	District of Columbia Division of Motor Vehicles - Is there a listing of fields that are included in the DMV data exchange?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
38	Business Intelligence/Data Warehouse Platform - Is there a more technical description of the 'data flow' available?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
39	Business Intelligence/Data Warehouse Platform - Is the CMS database replicated and, then, data gathered out of the replicated database?	Appendix J.16 Interface Descriptions	Yes, a regularly scheduled process selects data from the CMS and populates it in the BI Warehouse where it is used for reporting and analysis.

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40	Business Intelligence/Data Warehouse Platform - Which entity is responsible for writing queries to gather the CMS data?	Appendix J.16 Interface Descriptions	If "entity" is intended to mean "system or application" see previous response. The Courts IT team developed queries to select data from the CMS to populate the Docketron application.
41	DCSC's Docketron Today's Court Schedule - Is this truly a 'near real-time' exchange or a 'batch process' style of updating the external system?	Appendix J.16 Interface Descriptions	Yes
42	DCSC's Docketron Today's Court Schedule - What business process/workflow initiates the data exchange?	Appendix J.16 Interface Descriptions	The Courts IT team developed queries to select data from the CMS to populate the Docketron application.
43	DCSC's Digital Signage for C-10 & Other High Volume Courtrooms - Is the Digital Signage system capable of leveraging REST services to gather data?	Appendix J.16 Interface Descriptions	Yes
44	DCSC's Digital Signage for C-10 & Other High Volume Courtrooms - Which entity is responsible for writing queries to gather the CMS data?	Appendix J.16 Interface Descriptions	The Courts IT team developed queries to select data from the CMS to populate the Digital Signage application.
45	www.dccourts.gov (Today's Superior Court Cases) - Is the homepage application capable of leveraging REST services to gather data?	Appendix J.16 Interface Descriptions	Yes
46	APEX E-Lobby System - Is the E-Lobby system capable of leveraging REST services to gather data and update Hearing Participants?	Appendix J.16 Interface Descriptions	Yes, it is possible to integrate an external REST service or an HTTP/JSON data feed into an APEX application.
47	APEX E-Lobby System - Is there a business description of the notifications needed from the actions listed within the integration description?	Appendix J.16 Interface Descriptions	
48	Web Transcript Tracking System - Is the Web Tracking System capable of leveraging REST services?	Appendix J.16 Interface Descriptions	Yes, it is possible to integrate an external REST service or an HTTP/JSON data feed into an APEX application.
49	Web Transcript Tracking System - Is the intention that the Web Tracking System 'pull' data from the CMS or that the CMS 'push' data to the Web Tracking System?	Appendix J.16 Interface Descriptions	Currently, the WTTS "pulls" data from the CMS. The Court expects this process to continue with the new CMS.
50	Web Interpreter System - Is the Web Interpreter System capable of leveraging REST services?	Appendix J.16 Interface Descriptions	Yes, it is possible to integrate an external REST service or an HTTP/JSON data feed into an APEX application.
51	Web Interpreter System - Is there a description of the 'data flow' associated with the Shareplex data replication being employed for this exchange?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
52	Web Voucher System - Is the Web Voucher System capable of leveraging REST services?	Appendix J.16 Interface Descriptions	Yes, it is possible to integrate an external REST service or an HTTP/JSON data feed into an APEX application.
53	Web Voucher System - Is there a description of the fields needed for each of the several consumers of this data?	Appendix J.16 Interface Descriptions	No, the Court has elected not to provide that level of detail within the solicitation. We understand the difficulty of estimating the level of effort for these interfaces with the information given. Offerors should make assumptions based on the information provided in the RFP, and provide a cost for each one. The price proposal template (Appendix J.14) contains space to detail your assumptions related to these costs.
54	Web Mediation System - Is the Web Mediation System capable of leveraging REST services?	Appendix J.16 Interface Descriptions	Yes, it is possible to integrate an external REST service or an HTTP/JSON data feed into an APEX application.
55	Wills System - Is the Wills System capable of leveraging REST services?	Appendix J.16 Interface Descriptions	Yes, it is possible to integrate an external REST service or an HTTP/JSON data feed into an APEX application.

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56	Wills System - In which system is the Will intended to be viewed?	Appendix J.16 Interface Descriptions	Images of Wills are available for viewing within the current CMS as well as older will images are available in a separate application - Wills Application.
57	In Section C.5.6 Escrow, it states "The Offeror shall include an escrow agreement with an independent third party for software licensed by the Courts. The escrow agreement shall include software code for all on-premises, PaaS, and/or SaaS solutions. For SaaS solutions, the escrow agreement shall further include the Courts' right to access its data and environments.	Section C.5.6	Yes, it is mandatory the proposal include provisions for an escrow agreement for any software the Courts would license as a result of the proposed solution.
58	From a technical perspective, according to your requirements to 'preserve cardinality and relational integrity' across the existing database structures, to what extent has the effort to accomplish this task of data normalization been evaluated? Have the limitations and complexities of underlying database structures that leverage BLOBs (Binary Large Objects) versus traditional Normal Form designs been evaluated?		The Court has not evaluated the task of data normalization. The Court would expect vendors with requisite experience and knowledge to undertake this task as part of the proposed implementation approach. The Court has not evaluated the cost/impact of leveraging model driven workflow design. The Court would expect vendors with requisite experience and knowledge to undertake this task as part of the proposed implementation approach.
59	From a workflow perspective has any analysis been performed on the cost/impact of leveraging model driven workflow design versus the total cost of ownership of strictly code based or 3rd party workflow applications?		Each proposal will be reviewed and evaluated on an individual basis against the requirements stated in the RFP. The Court has provided a high level description of each existing document workflow as well as requirements for process workflow capabilities.
60	In evaluating the significant need for workflow, how will the workflow engines be technically compared across proposed vendor solutions, especially as they exist as an inherent part of a platform approach?		
61	Since significant development time has been invested in front-ending many of the existing systems with a web services-based abstraction layer. Has, or will, technical consideration been given to how potential platform solutions could both leverage the existing investment as well as provide a more robust and rapid methodology for performing system integrations? Is an ESB (enterprise service bus) currently employed in this abstraction layer?		The current ESB interface platform is part of the existing CMS solution and therefore subject to replacement. The existing electronic interface exchanges are designed to work with the current CMS. Please see individual interface requirements in Appendix J.16
	Given the list of existing systems and their underlying technologies, has consideration been given to the cost or technical complexity of injecting a proprietary programming language (i.e. Apex / Sail / graphical Activities containing embedded Java) into the future state solution?		The Court has described the current technical environment to serve as background for proposed solutions but has not prescribed specific platforms or languages. The Court would expect vendors to employ their experience and knowledge of the industry to propose solutions consistent with the environment. The Court encourages respondents to include all assumptions regarding the proposed solution(s).
62	Have any studies been done on the requirements for a singular approach to Case Management and IoT (ankle bracelets, GPS trackers, future state IoT devices, etc.)?		It's not clear what is meant by the term "singular approach" so formulating a response is difficult. If the intent of the question is to ask why probation and monitoring requirements were not included in the scope of the RFP, DCC is not responsible for these services as they pertain to adults in the District of Columbia. DCC also has a separate application for juvenile probation activities including monitoring. Please see Appendix J.16 Juvenile Probation Case Management System.