



**District of Columbia Courts  
Procurement and Contracts Branch**

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**REQUEST FOR INFORMATION (RFI) No.  
DCSC-24-RFI-1  
ELECTRONIC POSITION  
CLASSIFICATION SYSTEM**

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**Date Issued:           October 30, 2023**

**Closing Date**

**& Time:               November 30, 2023, no later than 2:00 P.M.**

**Explanation to Prospective Providers: Any company desiring an explanation or interpretation of this RFI must request it by email to Maribel Torres, Senior Contract Specialist, at [maribel.torres@dccsystem.gov](mailto:maribel.torres@dccsystem.gov) no later than 2:00 P.M. on November 8, 2023.**

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Request for Information  
DCSC-24-RFI-1  
Electronic Position Classification System

DC Courts is seeking information on an electronic position classification system capable of accommodating both federal and non-federal position classification standards. As our agency continues to evolve, we seek to streamline our position classification processes, enhance accuracy, expand HR capabilities and increase efficiency.

DC Courts recognizes the importance of maintaining an efficient and adaptable position classification system that aligns with federal guidelines and also allows for the incorporation of non-federal position classification. To that end, we are conducting a comprehensive evaluation of potential solutions available in the market.

We kindly request your assistance in providing detailed information about your electronic position classification system. Specifically, we are interested in the following:

1. System Features:
    - A comprehensive list of features and capabilities offered by your system.  
The ability to customize classification criteria to accommodate both federal and non-federal standards.  
Reporting and analytics functionalities.  
User interface and ease of use.
  2. Compliance:
    - Information regarding how your system ensures compliance with federal position classification standards.  
Any support for adherence to non-federal classification standards.  
Documentation of any certifications or validations related to compliance.
  3. Data Security and Privacy:
    - Details on data security measures and privacy protections in place.  
Information on how confidential and sensitive agency/ employee information is safeguarded.
  4. Cost and Licensing:
    - Pricing structures, including licensing fees and any additional costs.  
Maintenance and support options available.
  5. Implementation and Training:
    - The process for implementing your system.  
Availability of training and support for our HR staff during and after implementation.
  6. Client References:
    - References from organizations that have successfully implemented your system, particularly those with similar classification needs.
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## DC Courts' (DCC) Information Technology Environment

The Information Technology Division (ITD) of the DC Courts, supports the Courts' network infrastructure, applications, desktops/laptop PCs and peripherals; provides technology services and guidance to the Courts' community, and oversees projects related to the Courts' case management systems and other applications.

The following table provides a non-exhaustive overview of the DCC's enterprise technology environment.

Type	Current Environment, Software, and Hardware
Data Center Server / Storage Platforms	HPE Synergy Frames, NetApp storage (NAS and SAN) Cluster Data ONTAP version 9.7
Operating Systems	MS ServerServer – Windows 2012, 2016, 2019 (or newer), Standard and Data Center Edition Client – Windows 10
End User Platforms	Dell Workstations, peripherals, VDI
Client Operating System	MS Windows 10 (and newer)
Ticketing System	Cherwell (moving to ServiceNow)
Cloud Platform	Microsoft Azure FedRAMP Government, M365 and Azure Commercial Cloud; AWS
Network Equipment	TCP/IP, CISCO routers and switches, and Wireless Access Points
Internet Browsers	MS Edge version 118 (and newer), Chrome version 113 (and newer), Firefox version 113, and iOS version 16.7 (and newer)
Authentication	MS Azure AD; Active Directory Federation Services
Development Environment	J2EE, Oracle Apex, MS Power Apps, MS Power Automate, SharePoint; Azure Kubernetes Container Services; Azure DevOps; MS DevOps; Drupal
Databases	Oracle 12c, 18c and 19c; MS-SQL 2008, 2012, Azure SQL Server; Azure SQL Managed Instances; Microsoft Dataverse
Data Warehousing and Business Intelligence	Oracle OBIEE 11g, 12c, Oracle ODI 12c, PowerBI
Application Server	Oracle SOA 12c, Oracle Web Logic 12c and 14c; Apache Tomcat; Azure Wildfly / jBoss
Project Lifecycle Management	IBM Rational DOORS, ClearCase, ClearQuest, Selenium
Security	Network Access Control, Palo Alto Next Generation Firewall, MS Sentinel and MS Defender; Tenable; Symantec and Trend AV
Load balancer	Citrix NetScaler VPX version 11 (and newer)
Mobile devices	Dell, Apple, and other laptops/tablets; Apple and Android phones
Signature pads	Topaz Signature Pads T-L462-HSB-R
MS Azure PaaS	MS ActiveDirectory – Site-to-Site CISCO VPN, ExpressRoute
MS Office	MS Word 2016 (and newer)
VDI Infrastructure	MS Windows 2012 / 2016 (or newer), Hyper-V, Citrix VDI XenDesktop 7.16 (and newer)
VDI and Peripherals	Dell Wyse Terminals and compatible HP, Xerox printers, Ithica receipt printers, Zebra label printers and Fujitsu and Xerox scanners

The DCC enterprise architecture consists of components maintained at its E Street N.W. Data Center in the District of Columbia, as well as a disaster recovery location outside of the District of Columbia, and its Microsoft Azure Government Cloud environment. While the majority of systems and applications reside on HP blade servers running Windows 2016 Servers within the primary Data Center, the Courts' long-term strategy involves migrating applications to its secure Cloud presence. Given the personally identifiable information (PII) and other sensitive case information the Courts handle as part of the case management process, as well as the Courts' system-to-system interfaces with other federal government agencies, data security is critical to the Courts overall security posture.

ITD achieved compliance with the Federal Information Security Management Act (FISMA) following the NIST 800-53 guidelines. Therefore, the Courts prefer that systems hosted in the cloud and shall give preference to Offerors demonstrating security controls consistent with FedRAMP and that can be used to create the agency Authority to Operate (ATO). Additionally, all system procurements (including this one) require conformance with Section 508 of the American Disabilities Act and the Payment Card Industry (PCI) standards for credit or debit card processing.

The Courts' enterprise storage is hosted on NetApp appliances while user authentication and policy control utilize Microsoft Active Directory Federation Services. While their main applications and CMS systems are using Enterprise Oracle Databases, the Courts are currently supporting Microsoft SQL Server for some applications. The current release for each is Oracle 12c and Microsoft SQL Server 2008, 2012. The Courts' Data Warehousing and Business Intelligence (BI) environment (Oracle OBIEE 11g, 12c, Oracle ODI 12c) captures data from the majority of the Courts' systems including the DCCA and DCSC case management systems, financial accounting systems, and internally developed applications using JAVA as well as the Oracle APEX platforms. Using this data to satisfy operational data analysis, forecast, as well as statistical reporting requirements is key to the Courts' decision-making process and to meeting internal and external stakeholder transparency expectations.

ITD is committed to providing the Courts with a technical environment that minimizes disruptions by providing technology continuity through redundant or fault-tolerant components. This high availability and disaster recovery design is to ensure that the Courts remain operational even though critical parts of the IT environment may no longer be available.

The main DCC campus is comprised of six separate buildings connected by 10 GB fiber optic. In addition, there are seven satellite offices located throughout the city connected to the DCC's local area network (LAN) via 100MB TLS. Wi-Fi is offered in all locations throughout the campus buildings.

The majority of DCC statistical, analytical, and operational reporting requirements are satisfied through the DCC's BI capability. The objective of the DCC BI effort is to provide judicial officers, division directors and senior management with performance measures and caseload measures, ad-hoc reporting, dashboards, Key Performance Indicators (KPIs), monthly and yearly trends, and scorecards using enterprise data warehouse and reporting tools. The BI system utilizes extract, load and transform (ETL) to transfer data from source databases and loads data into a staging environment, after which it is transformed into

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dimensions and facts in the warehouse for end user analysis.

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**RFI Submission and Identification:**

Each company must submit an electronic PDF copy of their response via email to Maribel Torres at [maribel.torres@dccsystem.gov](mailto:maribel.torres@dccsystem.gov) Subject: RFI # DCSC-24-RFI-1 Electronic Position Classification System.

**RFI Due Date and Time: November 30, 2023 no later than 2:00 P.M**

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