

**\*\*Beginning May 9 the Judicial Branch will post responses to as many of the submitted questions as possible by 4:30 p.m. each day. Although the question numbers may not be in sequence, all questions will be answered. A document with all questions and responses in sequence will be posted once all questions are responded to\*\***

May 10, 2007

38. Can you please provide more details on the scope of the implementation services to be priced? Section 3.3 B.1 indicates two 90 day pilots. Are the services limited to just the pilots?

*Response: The implementation costs should be staggered. Refer to RFP 3.3.D.3. Please refer also to the Vendor Conference minutes (Pg 13) on purchasing the elephant one leg at a time.*

39. What county (or counties) will be included in the pilots?

*Response: Two counties and the Clerk of the Appeals Court. At present 3 counties have applied and only 2 will be selected. Counties under consideration are Clinton, Plymouth and Story. A final selection is anticipated about June 1st, 2007.*

41. Do all counties in the state use the same case management applications? Will the EDMS need to be integrated with all of them?

*Response: Yes, case management applications are all the same in all 99 Iowa counties. These systems will all need to be integrated into the EDMS project. Some of the applications are case processing, jury program, scheduling, reports. We also have many programs that interface with the state system. For examples, the Treasurer's Interface, DOC, DOT, DCI, DPS, DHS, CSRU, ECCO, Department of Revenue and Finance.*

42. How does the State of Iowa – Criminal Justice Information System Integration Plan affect this procurement?

*Response: CJIS is independent of EDMS, however, they will use the same data and do "talk" to one another.*

43. Would a hosted (ASP) solution be considered favorably?

*Response: Reference the RFP Cover Page statement, “This Request for Proposal (RFP) seeks a qualified Contractor or Contractors to implement a solution to facilitate automated, real-time, statewide information sharing between disparate State and local criminal justice information systems. The successful solution or solutions will conform to the State of Iowa Judicial Branch Business Plan adopted and the solution will use technologies, methodologies, and deliverables already procured under that plan.”*

*Also refer to 3.2.A.1 which states “The successful Contractor must deliver a technical environment necessary to implement EDMS stateside. This environment must be consistent with the technologies and strategies as defined in the Judicial Branch Business Plan.”*

44. Will the E-Filing software be required to run under Netscape? If so, what versions?

*Response: The proposed solution should not disallow users of the system due to the tools they use to access the internet or website. For example; Mozilla-Firefox current version plus 2 versions back; Safari - current version plus 2 versions back, etc.*

137.(Sec 3.2.B.5) The Global Justice XML Data Model (GJXDM) is huge and covers a wide variety of types of information related to law enforcement and the courts. As part of the DOJ’s GJXDM offering, there is a tool, the Schema Subset Generation Tool (SSGT) for defining valid subsets of the model. Will SIJB consider, without penalty in evaluation, a response proposing the use of SSGT to reduce the size and complexity of the XML Schema adopted for the EDMS – as long as the subset schema fully meets the information needs of the EDMS?

*Response: Yes – as long as the subset schema fully meets the information needs of the EDMS, and providing that the subset schema does not negatively impact any other SIJB GJXDM modeling efforts.*

141. (Sec 3.3.A.2) What is meant by the last sentence in this requirement, “The State of Iowa must own the code for the *routing of this deliverable*” [emphasis by question’s authors]? Does this mean that the State of Iowa must own the business rules for the routing, or that the state of Iowa must own not only the business rules, but also the “rules engine” code and the workflow software?

*Response: The State of Iowa will own the business rules for the workflow routing (this workflow will be determined by Judicial Branch Business personnel). All licensing for the rules engine and workflow software based on standard off the shelf software or software modified to meet the needs of the State of Iowa will adhere to the appropriate licensing rules as shown in Attachment 6 of the RFP (Sample Software Licensing Agreement).*

143.(Sec 3.3.E.1) What is meant by “compatible with existing applications and operating environments”? Does this refer to the server-side environment, the client-side environment or both? What are some example applications with which the EDMS must be compatible, and in what sense must they be compatible? What are some of the operating environments with which the EDMS must be compatible?

*Response: This refers to both the server side and client side environment. The EDMS must be compatible with the current Judicial Branch CMS which is a Web-enabled Java application that operate on Dell servers running Red Hat 4 ES Linux, and Oracle 10.1.2 Application Server software. The Court’s internal standard for Web access to the CMS is Internet Explorer 5.5 or newer. The EDMS will need to operate on IE 5.5 or newer up to and including Microsoft Internet Explorer 7, as well as PCs operating on the Windows 2000 or newer operating systems up to and including Microsoft Vista.*

146.(General) Does SIJB have a preference for any particular implementing technologies, e.g., Microsoft vs. Open Source solutions?

*Response: Open source solutions are the preferred implementing technologies.*

163.3.1.A - Does “The Plan” referred to here mean the Electronic Document Management System – Judicial Branch October 2005 which is referred to as “Electronic Document Management System Business Plan - Business plan for EDMS” on the courts RFP web site?

*Response: Yes.*

164.3.2.A.2 - Same question - Does “The Judicial Branch Business Plan” referred to here mean the Electronic Document Management System – Judicial Branch October 2005 which is referred to as “Electronic Document Management System Business Plan - Business plan for EDMS” on the courts RFP web site?

*Response: Yes*

165. 3.2.A.7 - How often per day, month or year might an average clerk of court use this method? What would be the typical document page count be?

*Response: The Judicial Branch anticipates the largest volume of this to be mail from Post Conviction Relief requests, prisons/jails that are treated as filings and pro se litigant filings. The amount varies, but is substantial.*

170. 3.2.A.18 - By document integrity are you referring to maintaining the original content as submitted? For example Adobe pdf's of MS-Word documents can be created with or without the original Word document's metadata intact.

*Response: Document integrity is defined as the inability to modify the(an) original document. Adding notes to the document, redaction, or other appropriate activities performed on the document would not permanently alter it but would be managed otherwise.*

171. 3.2.A.23-26 - In the instance of possible conflict among: the RFP, EDMS Business Plan, EDMS Feasibility Study, NCSC 2005 report and Proposed rules for electronic filing, which documents take precedence over which? Or should the vendors note any inconsistencies and provide their own interpretation, rationale and explanation for the approach? This is important because you are requesting a total, all-inclusive, not to exceed cost.

*Response: The vendors note any inconsistencies and provide their own interpretation, rationale and explanation for the approach.*

174. 3.2.B.6 - Are the multiple documents to be filed limited to one case or cause number?

*Response: No, but multiple cover sheets would be required.*

175. 3.2.B.14 - Do you desire hyperlink capabilities which would link TO a given document in the repository or do you desire hyperlink capabilities allowing linking FROM a hyperlink in a document to external documents? Your example appears to be the latter.

*Response: Reference also Page 7 of the Proposed Rules on Hyperlinks.*

176. 3.2.B.15 - For security reasons, the redaction involved with sealing a paragraph or part of a document would involve deliberately changing the document integrity as mentioned in item 18 on page 27. Is this acceptable if redaction results in the creation of a separate altered version of the document?

*Response: Sealing or protection of information within the record does not result in the elimination of the data, but restricts access to the authorized users. Reference the Proposed Court Rules.*

177. 3.2.B.19 - Will the use of paper-only stenography machines be prohibited, or do the courts desire a method for scanning paper steno files?

*Response: No final decisions have been made regarding court reporter issues. The proposed rules will not ban paper-only machines. However, we will require that vendors provide a method for storing court reporter notes electronically for those reporters who have the ability to provide their notes electronically. We do not envision scanning the paper notes.*

178. 3.2.B.19 - In addition to the court reporter's notes, is there a requirement for the trial court (clerk's) record to be filed with appellate courts?

*Response: Yes*

181. 3.3.B.1 - Is the Court committed to providing sufficient resources to support acceptance testing?

*Response: Yes, although the vendor needs to provide their view of "sufficient resources" within their proposed response.*

182. 3.3.D.1 - The RFP does not say the proposed architecture must "be capable of adapting to..." it says "must flexibly adapt to..." which seems to imply the need for inherent capacities and capabilities at the time of delivery of the original system. Should the cost of providing this capability be included in the requested Total, All-Inclusive, Not to Exceed cost?

*Response: Yes this should be included and identified in the response.*

189. 3.4.D.3 - Is this TCO to include all non-state costs such as hardware, software, services and support, or do you want the respondent to include State costs such as facility costs, salaries, utilities, internal communications charges from ICN and related costs? If State costs are to be included can you provide some cost estimates to include?

*Response: Should include "non-state" costs as used by the vendor. Should not include state costs as written by the vendor.*

190. Pg. 68 – Sample Contract – 11.4 - Would the State consider allowing language limiting vendor's liability by 1) capping vendor's liability for direct damages in a manner consistent with commercial practices, such as capping liability at the amount paid by the State to vendor, and 2) excluding liability for consequential and indirect damages?

*Response: Yes. See Judicial RFP website for posting.*

193. How much has the Judicial Branch budgeted for the EDMS project?

*Response: Please refer to the Vendor Conference Minutes posted on the Judicial Website under RFP.*

198. Does the Judicial Branch require electronic service of copies before or after clerk acceptance?

*Response: Proposed Rule 16.317.1 governs the service of electronically filed documents. When a document is filed, the EDMS system will serve the filed document on all other parties who are registered users. No other service will be required except for (1) non-electronic users and (2) those who are registered but for whom electronic service fails. The filer will be provided notice by the EDMS of failure of service.*

199. Does the Judicial Branch require electronic transmission of citations to process servers?

*Response: If this is in reference to traffic citations specifically the answer is no.*

200. Does the Judicial Branch require electronic service of copies that are not electronically filed with the Court?

*Response: The system will generate a notice of filing but will not provide a copy of the document.*

202. Is there a document conversion requirement for current files, and if so, what are the formats and sizes of the files to be converted?

*Response: No.*

204. Does the Judicial Branch require configurable file stamping?

*Response: A method for affixing a date and time to the filing is required and must be viewable by the user. Refer to the Proposed Court rules.*

