

Instructions for using the EDMS RFP Evaluation Scoring Tool:

There are 4 worksheets in this spreadsheet (plus this instructions page). The 1 - 5 ratings listed at the top of the first 2 worksheets have been applied to each category on all 3 ratings worksheets (Requirements Ratings, Requirements Narrative Ratings & Other Requirements). For those requirements that have sub-sections the main heading has been marked so it is not scored and each sub-section is scored.

The first worksheet labeled "**Requirements Ratings**" is to be used to score each of the Mandatory Requirements (in other words has the requirement been included in the vendors response or not) and each section is marked as it is in the RFP from the beginning to the end of the RFP. The totals for each section are pulled into the worksheet labeled "**Main Score**" in the top most section that is labeled "**Requirements Ratings**".

The second worksheet labeled "**Requirements Narrative Ratings**" is to be used to score each of the Mandatory Requirement Narratives that the vendor provides (and the vendor's narrative explanation of How they will meet that particular requirement) and each section is marked as in the RFP. The narrative response should be rated on quality of the narrative and How they will meet the requirement and not on the quantity of the narrative response. Each section is listed as in the RFP from the beginning to the end. The totals for each section are pulled into the worksheet labeled "**Main Score**" in the second section labeled "**Requirements Narrative Ratings**".

The third worksheet labeled "**Other Requirements**" is used to score each of those Mandatory Requirements that are not necessarily technological in nature and each section is marked as in the RFP from the beginning to the end, although some of these appear 'out of order' due to their location in the RFP. The totals for each section are pulled into the worksheet labeled "**Main Score**" in the third section labeled "**Other Requirements**".

On the "**Main Score**" worksheet the percentage value for each section or number in the RFP is based on the number of requirements in that section times the maximum point value (5) and then divided by 100%.

Total rating value for this RFP is 2450 maximum points.

RFP Requirements are worth 60% of the total points (1470 points maximum).

Total Cost is worth 25% of the total points (613 points maximum).

Presentation is worth 15% of the total points (367 points maximum).

****NOTE: Columns will be added for additional vendors to be rated (more than 5) as required.****

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
	2							
A. The toolsets involved with the implementation of the requirements of this RFP must be included as a deliverable under a perpetual, royalty-free license for use by an unlimited number of the State's employees or its agents in performing EDMS related activities.	2	2.29.A	M					
A. The Judicial Branch requires a warranty period after the programming and implementation of the EDMS articulated in The Plan has been completed. This warranty period must continue for at least one year following the date the Judicial Branch accepts the product.	2	2.31.A	M					
	Section 2 Total			0	0	0	0	0
3.3.A - Mandatory Technical Proposal Requirements	3.2.A							
1. The successful Contractor must deliver a technical environment necessary to implement EDMS statewide. This environment must be consistent with the technologies and strategies as defined in the Judicial Branch Business Plan.	3.2.A	3.2.A.1	M					
2. The technology must achieve the benefits of EDMS as expressed in the Judicial Branch Business Plan.	3.2.A	3.2.A.2	M					
3. The technology must leverage existing infrastructure and capability in the current Iowa technology environment as identified in the Judicial Branch Business Plan.	3.2.A	3.2.A.3	M					
4. The technology proposed must be focused on enhancing the business practices being utilized by legal practitioners in Iowa and should not be the driving force in the legal communities' business flow.	3.2.A	3.2.A.4	M					
5. The technology must utilize the State's Iowa Communications Network (ICN) data circuits where allowable by statute. The vendor must review existing network for capacity for EDMS and if necessary provide recommendations to the Judicial Branch.	3.2.A	3.2.A.5	M					
6. The technology must provide an electronic filing repository for lawyers and citizens to file documents with the Courts in Iowa.	3.2.A	3.2.A.6	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
7. The technology must provide for scanning of paper documents in the Clerk of Court's office. The method will be the exception provision in the event a document needs to be filed.	3.2.A	3.2.A.7	M					
8. The technology must provide a document management environment for the storage and retrieval of documents within a court.	3.2.A	3.2.A.8	M					
9. The technology must provide for workflow software to permit documents to be transferred to court business employees to perform necessary business processes.	3.2.A	3.2.A.9	M					
10. The technology must provide for electronic storage of electronically stored court documents within our records management rules. The electronic storage of court records shall be on state owned servers. The electronic storage of court records shall be redundant with business continuity strategies in mind. The vendor must provide a SAN solution in our redundant data centers.	3.2.A	3.2.A.10	M					
11. The technology must provide for acknowledgement of electronically received documents with an e-mail to the lawyer or citizen of receipt of the document. The technology must leverage the existing messaging/e-mail system of the Judicial Branch.	3.2.A	3.2.A.11	M					
12. The technology must integrate with the existing case management system at the trial and appellate courts.	3.2.A	3.2.A.12	M					
13. The solution must incorporate providing the documents on the existing Electronic Public Access in accordance with existing law and Court Rules. This is commonly referred to as Iowa Courts Online http://www.iowacourts.state.ia.us/ESAWebApp/SelectFram	3.2.A	3.2.A.13	M					
14. The technology must integrate with the existing citizen access to court dockets and financial records. The proposal must include adding documents for access through this web portal. This access must be based on the registration role with the case and based on security access.	3.2.A	3.2.A.14	M					
15. The Electronic Filing solution must work with commonly used operating system I.E., Windows and Mac.	3.2.A	3.2.A.15	M					
16. The Electronic Filing solution must work with common used Web browser I.W., Windows Internet Explorer, Fire Fox, Netscape, and Mac.	3.2.A	3.2.A.16	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
17. The EDMS system must be available on the Internet for electronic filing and acknowledgement of filings 24 hours a day and seven days a week.	3.2.A	3.2.A.17	M					
18. The EDMS system must provide document integrity. The filing document must maintain its original content and the vendor must speak to how they can provide this level of document integrity.	3.2.A	3.2.A.18	M					
19. The EDMS system must provide system security. The vendor must provide a detail of how to implement a security strategy to provide for the security of the system and its integrity.	3.2.A	3.2.A.19	M					
20. The EDMS contractor must provide for the pushing of assigned court case to the judge's PC device using the network. The developed scripts must be able to detect when new filings assigned to a judge are available and push them to the judge's device. The developed script must be able to detect when an opinion is ready for filing and push the opinion to the case file and docket the event.	3.2.A	3.2.A.20	M					
21. The EDMS contractor must provide training for the county pilot sites and Appellate Court site. This training will provide how to use electronic filing, how to use the document management application, how to use the workflow application and other uses developed. This must include lawyers, business users, judges, clerk of court staff, case schedulers, law clerks and juvenile court services.	3.2.A	3.2.A.21	M					
22. The EDMS system must provide for electronic (e-mail) notification to the filer of receipt of the filing. The EDMS system must provide for electronic (e-mail) notification of events scheduled for documents filed by the Court.	3.2.A	3.2.A.22	M					
23. The EDMS contractor must have reviewed and understood the Feasibility Study conducted by the Judicial Branch in 1999. This can be found at the following: http://www.judicial.state.ia.us/Administration/Information_Technology/	3.2.A	3.2.A.23	M					
24. The EDMS contractor must have reviewed and understood the NCSC Report of 2005. This can be found at the following: http://www.judicial.state.ia.us/Administration/Information_Technology/	3.2.A	3.2.A.24	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
25. The EDMS contractor must have reviewed and understood the Proposed Rules for Electronic Filing. This can be found at: http://www.judicial.state.ia.us/Supreme_Court/Orders/	3.2.A	3.2.A.25	M					
26. Each Mandatory Technological Requirement defined in this RFP, including those defined in Section 3.2.	3.2.A	3.2.A.26	M					
	Section 3.2.A Total			0	0	0	0	0
3.2.B - Additional Technical Proposal Requirements	3.2.B							
1. The proposal must provide for a user registration leveraging the existing registration strategies, yet providing for lawyers and citizens ease of access based on roles within the environment.	3.2.B	3.2.B.1	M					
2. The proposal must provide for a user of electronic filing to have a login and password based on the role and involvement in the court system.	3.2.B	3.2.B.2	M					
3. The proposal must provide for a web access for filers to access as an entry point for electronic filing.	3.2.B	3.2.B.3	M					
4. The proposal must provide for a cover sheet, which requires certain information to be provided by the filer. The cover sheet must handle the data in an XML format for insertion in the Case Management System.	3.2.B	3.2.B.4	M					
5. The proposal must provide for electronic data provided by agencies in state and local government who provide data for filing in a Global Justice XML Data Model (GJXDM) or National Information Exchange Model (NIEM) format. An example of this would be the electronic citation (electronic traffic tickets). This data interchange must be part of the electronic filing proposal.	3.2.B	3.2.B.5	M					
6. The proposal must provide for multiple documents to be filed within one transaction.	3.2.B	3.2.B.6	M					
7. The proposal must provide for a method of payment for filing. The methods must include credit cards and electronic check.	3.2.B	3.2.B.7	M					
8. The proposal must provide for an electronic signature of the parties filing and the lawyer or citizen.	3.2.B	3.2.B.8	M					
9. The proposal must provide for the electronic documents to be filed in a PDF format only.	3.2.B	3.2.B.9	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
10. The proposal must include a method for administration of registration. The administration must provide for the registration and de-registration of lawyers and citizens.	3.2.B	3.2.B.10	M					
11. The proposal must provide for an electronic file stamp of documents electronically filed.	3.2.B	3.2.B.11	M					
12. The proposal must provide for docket entries to be posted when provided within the business rules of the Court.	3.2.B	3.2.B.12	M					
13. The proposal must provide for a method of posting notice to electronic filers if the web access is unavailable.	3.2.B	3.2.B.13	M					
14. The proposal must include the ability to hyperlink documents filed with the court and to hyperlink to other databases. An example of other databases would be a legal case site linked to Westlaw.	3.2.B	3.2.B.14	M					
15. The proposal must include security with a document and within a document. The proposal must include the ability to seal the entire document, to seal a paragraph within a document, or to seal a word or series of numbers within a document.	3.2.B	3.2.B.15	M					
16. The proposal must include the ability to intervene or become a party to a case which is confidential.	3.2.B	3.2.B.16	M					
17. The proposal must include the ability for the Clerk of Court to certify records filed with the Court.	3.2.B	3.2.B.17	M					
18. The proposal must provide the ability for the Clerk of Court to provide subpoenas in either an electronic or paper form.	3.2.B	3.2.B.18	M					
19. The proposal must provide for the ability for Court Reporters to file steno notes of court proceedings in an electronic storage strategy	3.2.B	3.2.B.19	M					
20. The proposal must provide for the Orders of the Judge to be filed electronically.	3.2.B	3.2.B.20	M					
21. The proposal must provide a strategy for the Judges to access the network and download and upload new documents.	3.2.B	3.2.B.21	M					
22. The proposal must disclose the operating environments required for the proposed implementation EDMS.	3.2.B	3.2.B.22	M					
23. The proposal must not be technologically inconsistent with the recommendations contained in The Plan.	3.2.B	3.2.B.23	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
24. The proposal must include the specifications of the proposed hardware, software and adapters necessary to implement EDMS in Iowa. In fulfilling this requirement, the Contractor must indicate in which items it proposes to provide under the contract and which items it expects the State will have or procure separately from the awarded contract.	3.2.B	3.2.B.24	M					
25. The proposal must separately describe the methodology, development tools, or procedures which will be used to facilitate the State's implementation of the technology.	3.2.B	3.2.B.25	M					
	Section 3.2.B Total			0	0	0	0	0
3.3.A - Mandatory Technological Requirements - Requirements for implementing EDMS	3.3.A							
1. The proposed workflow software must provide the functionality of workflow in accordance with the business rules of each court process. The Judicial Branch will provide the business rules for each business process.	3.3.A	3.3.A.1	M					
2. The proposal must provide the plan/strategy for developing the workflow software deliverables using the roles individuals take part with in the Judicial Branch and associated business organizations. The State of Iowa must own the code for the routing of this deliverable.	3.3.A	3.3.A.2	M					
3. The proposed document management software must provide the functionality of access and control of documents filed with the court.	3.3.A	3.3.A.3	M					
4. The proposed technology must provide for secure access to transactions over the internet.	3.3.A	3.3.A.4	M					
	Section 3.3.A Total			0	0	0	0	0
3.3.B.1 - Implementation Requirements (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.3.B.1							
1. The proposal must include building, implementing and acceptance testing involving electronic filing and EDMS:	3.3.B.2	3.3.B.1	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(a) Providing the plan for implementation of each of the components of electronic filing and EDMS.	3.3.B.3	3.3.B.1(a)	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
(b) Provide a 90 day pilot test of electronic filing and EDMS in two courts in Iowa.	3.3.B.4	3.3.B.1(b)	M					
(c) Provide a 90 day pilot test of electronic filing and EDMS in the Appellate Court.	3.3.B.5	3.3.B.1(c)	M					
(d) Provide resolution to identified issues during the pilot test in the three locations.	3.3.B.6	3.3.B.1(d)	M					
(e) Providing the knowledge transfer to the court assigned resources.	3.3.B.7	3.3.B.1(e)	M					
(f) Providing a training methodology for the use of EDMS for court users.	3.3.B.8	3.3.B.1(f)	M					
(g) Providing an operational support plan for the continuation of EDMS within the Judicial Branch.	3.3.B.9	3.3.B.1(g)	M					
	Section 3.3.B.1 Total			0	0	0	0	0
3.3.C - Data Standards and Requirements	3.3.C							
1. The proposed technology must utilize XML.	3.3.C	3.3.C.1	M					
2. The proposed technology must utilize GJXDM or NIEM for electronic data exchange.	3.3.C	3.3.C.2	M					
3. The proposed technology must provide for document integrity.	3.3.C	3.3.C.3	M					
4. The EDMS system must follow the Court National Standard of Electronic Court Filing (ECF) 1.2 and 1.1 specifications. This can be found at the following: http://www.ncsconline.org/D_Tech/standards/ [scroll to the bottom of the page; the PDF file can be found under the heading "Electronic Filing Processes (Technical & Business Approaches)"]	3.3.C	3.3.C.4	M					
	Section 3.3.C Total			0	0	0	0	0
3.3.D - Architecture & Technology Requirements (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.3.D							
1. The proposed architecture must flexibly adapt to, integrate and utilize ever-evolving policies, best practices, and operating procedures from EDMS integration participants.	3.3.D	3.3.D.1	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
2. The proposed architecture must achieve EDMS integration via web based technologies that at a minimum include the following architectural components:	3.3.D	3.3.D.2	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(a) document storage	3.3.D	3.3.D.2(a)	M					
(b) scanning	3.3.D	3.3.D.2(b)	M					
(c) web services	3.3.D	3.3.D.2(c)	M					
(d) data access and control	3.3.D	3.3.D.2(d)	M					
(e) security	3.3.D	3.3.D.2(e)	M					
(f) confidentiality	3.3.D	3.3.D.2(f)	M					
(g) management and control; and	3.3.D	3.3.D.2(g)	M					
(h) networking.	3.3.D	3.3.D.2(h)	M					
3. While this RFP represents the first phase of the State's EDMS project, the proposed solution must have the potential to be scaled in the future such that additional resources could be acquired and attached to the system easily, allowing other agencies to participate. Options for horizontal and vertical scalability are encouraged with the intent that at a future time, the proposed solution may be expanded to function with a broader range of users.	3.3.D	3.3.D.3	M					
4. The proposed architecture must be scalable and must provide a minimum of 99.99% EDMS server's availability. EDMS server's availability is defined as the availability of the operating system and server hardware used to support the EDMS excluding factors outside the control of the proposed solution such as facilities and/or internet service provider outages. Options and recommendations for measuring and reporting on availability as defined are encouraged. A factor to consider in architecture design includes the availability of a primary data center with secondary, geographically remote site for disaster recovery and business continuity.	3.3.D	3.3.D.4	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
5. The proposed architecture must include separate development, test, and production environments.	3.3.D	3.3.D.5	M					
	Section 3.3.D Total			0	0	0	0	0
3.3.E - Management, Access and Control	3.3.E							
1. The proposed solution must be widely compatible with existing applications and operating environments.	3.3.E	3.3.E.1	M					
2. The proposed solution must support access and control for information exchange.	3.3.E	3.3.E.2	M					
3. The proposed solution must ensure that user identification and authentication can take place at the network, device, application, and/or device/software level. At a minimum, a user shall be restricted from establishing a secure data exchange without first being identified/authenticated by no less than a user id and password.	3.3.E	3.3.E.3	M					
4. The security included in the proposed solution must be scalable and capable of being configured to accommodate different levels of security on a per user, per application, or per endpoint basis.	3.3.E	3.3.E.4	M					
	Section 3.3.E Total			0	0	0	0	0
3.3.F - Security (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.3.F							
1. Encryption requirements	3.3.F	3.3.F.1	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(a) The proposed solution must ensure the Judicial Branch network data crossing over a public network segment or over dial-up or Internet connections includes at least 128 bit encryption utilizing FIPS 140-2 compliant modules. Public networks being defined as any network equipment or data transmission line that is NOT in direct control of the law enforcement of the state.	3.3.F	3.3.F.1(a)	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
(b) The proposed solution must incorporate secure data exchange mechanisms and technologies such as cryptography, key management, access control, authentication, and data integrity where appropriate.	3.3.F	3.3.F.1(b)	M					
(c) The proposed solution must conform to Internet Engineering Task Force (IETF) Internet Protocol Security (IPSEC) Encapsulating Security Payload (ESP) protocol as specified in RFC 2406. The solution must be capable of utilizing cryptographic modules that are compliant with Federal Information Processing System (FIPS).	3.3.F	3.3.F.1(c)	M					
(d) The proposed solution must recognize the security policies and requirements of the Judicial Branch.	3.3.F	3.3.F.1(d)	M					
(e) The proposed solution must require a minimum of 128 encryption with NIST, CSL certification of the cryptographic module to ensure it meets FIPS Publication 140-2 for "Security Requirements for Cryptographic Modules." Systems that transmit data over radio frequencies to a network with access to EDMS data must also be subject to this encryption requirement.	3.3.F	3.3.F.1(e)	M					
2. The proposed solution must utilize credentials and authentication.	3.3.F	3.3.F.2	M					
3. The contractor is invited to propose implementation of a particular web services security standard, but the Contractor must clearly articulate the standard, which components of the standard will be implemented, and how each component fulfils a technological or business requirement of this RFP or The Plan.	3.3.F	3.3.F.3	M					
	Section 3.3.F Total			0	0	0	0	0
3.3.G - Network Requirements	3.3.G							
1. The proposed solution must be capable of utilizing the State's existing infrastructure to establish a framework for EDMS information sharing making use of the Iowa Communications Network data circuits where feasible and the public internet where appropriate.	3.3.G	3.3.G.1	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
2. The proposed solution must be capable of utilizing "Data Transfer Facilities".	3.3.G	3.3.G.2	M					
3. The solution must be capable of transferring large data sets.	3.3.G	3.3.G.3	M					
	Section 3.3.G Total			0	0	0	0	0
3.4.A - Mandatory Non-technological Requirements - Software Toolsets.	3.4.A							
1. The Technical Proposal must specifically identify the tools to be used and delivered and specify the hardware and software requirements for operating the tool and should specify what support will be provided to users of the toolsets.	3.4.A	3.4.A.1	M					
2. The Cost Proposal must specifically delimit any separate cost associated with the tool sets, whether initial costs or maintenance costs. If the toolsets are to be provided without additional cost, the Cost Proposal must so state.	3.4.A	3.4.A.2	M					
	Section 3.4.A Total			0	0	0	0	0
3.4.B - Mandatory Non-technological Requirements (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.4.B							
B. The Technical Proposal <u>and</u> Cost Proposal must indicate whether the Contractor or Contractors seek an award (see # 1 - 3 below) If a proposal covers more than one category, the costs associated for each of these three categories must be separately and clearly identified in the Cost Proposal.	3.4.B	3.4.B.1	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(1) for implementing an EDMS Platform,	3.4.B	3.4.B.1(1)	M					
(2) for implementing the required integration,	3.4.B	3.4.B.1(2)	M					
(3) for implementing a suitable adapter framework, or some combination of the three.	3.4.B	3.4.B.1(3)	M					
	Section 3.4.B Total			0	0	0	0	0
	3.4.D							
1. The proposal must include the separate cost of implementing each of the EDMS.	3.4.D	3.4.D.1	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Ratings

Point values for all categories on each worksheet are (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
2. The Cost Proposal must include an all-inclusive (including all travel, expenses, etc.), itemized, not-to-exceed total cost, in U.S.	3.4.D	3.4.D.2	M					
3. The Cost Proposal must include an annualized breakdown of the total cost of ownership (TCO) projected forward five (5) years	3.4.D	3.4.D.3	M					
4. The proposal must include the specifications of the proposed hardware, software and adapters necessary to implement EDMS in	3.4.D	3.4.D.4	M					
5. Cost Estimates	3.4.D	3.4.D.5	M					
(a) The Contractor must provide specific estimated costs for the State to implement each proposed phase of the integration	3.4.D	3.4.D.5(a)	M					
(b) Cost estimates must include separate headings for, at a minimum	3.4.D	3.4.D.5(b)	M					
(i) hardware procurement	3.4.D	3.4.D.5(b)	M					
(ii) hardware maintenance	3.4.D	3.4.D.5(b)	M					
(iii) operating system procurement	3.4.D	3.4.D.5(b)	M					
(iv) operating system maintenance	3.4.D	3.4.D.5(b)	M					
(v) EDMS software procurement	3.4.D	3.4.D.5(b)	M					
(vi) EDMS software maintenance	3.4.D	3.4.D.5(b)	M					
(vii) maintenance; and	3.4.D	3.4.D.5(b)	M					
(viii) any additional headings deemed appropriate.	3.4.D	3.4.D.5(b)	M					
(c) Cost estimates must also include the cost of implementing all EDMS.	3.4.D	3.4.D.5(c)	M					
(i) These costs must be broken down by individual exchange.	3.4.D	3.4.D.5(c)	M					
(ii) Cost estimates must also identify the cost associated with maintaining the exchanges once they are implemented.	3.4.D	3.4.D.5(c)	M					
	Section 3.4.D Total			0	0	0	0	0
Grand Total				0	0	0	0	0

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
	2							
A. The toolsets involved with the implementation of the requirements of this RFP must be included as a deliverable under a perpetual, royalty-free license for use by an unlimited number of the State’s employees or its agents in performing EDMS related activities.	2	2.29.A	M					
A. The Judicial Branch requires a warranty period after the programming and implementation of the EDMS articulated in The Plan has been completed. This warranty period must continue for at least one year following the date the Judicial Branch accepts the product.	2	2.31.A	M					
	Section 2 Total			0	0	0	0	0
3.3.A - Mandatory Technical Proposal Requirements	3.2.A							
1. The successful Contractor must deliver a technical environment necessary to implement EDMS statewide. This environment must be consistent with the technologies and strategies as defined in the Judicial Branch Business Plan.	3.2.A	3.2.A.1	M					
2. The technology must achieve the benefits of EDMS as expressed in the Judicial Branch Business Plan.	3.2.A	3.2.A.2	M					
3. The technology must leverage existing infrastructure and capability in the current Iowa technology environment as identified in the Judicial Branch Business Plan.	3.2.A	3.2.A.3	M					
4. The technology proposed must be focused on enhancing the business practices being utilized by legal practitioners in Iowa and should not be the driving force in the legal communities’ business flow.	3.2.A	3.2.A.4	M					
5. The technology must utilize the State’s Iowa Communications Network (ICN) data circuits where allowable by statute. The vendor must review existing network for capacity for EDMS and if necessary provide recommendations to the Judicial Branch.	3.2.A	3.2.A.5	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
6. The technology must provide an electronic filing repository for lawyers and citizens to file documents with the Courts in Iowa.	3.2.A	3.2.A.6	M					
7. The technology must provide for scanning of paper documents in the Clerk of Court’s office. The method will be the exception provision in the event a document needs to be filed.	3.2.A	3.2.A.7	M					
8. The technology must provide a document management environment for the storage and retrieval of documents within a court.	3.2.A	3.2.A.8	M					
9. The technology must provide for workflow software to permit documents to be transferred to court business employees to perform necessary business processes.	3.2.A	3.2.A.9	M					
10. The technology must provide for electronic storage of electronically stored court documents within our records management rules. The electronic storage of court records shall be on state owned servers. The electronic storage of court records shall be redundant with business continuity strategies in mind. The vendor must provide a SAN solution in our redundant data centers.	3.2.A	3.2.A.10	M					
11. The technology must provide for acknowledgement of electronically received documents with an e-mail to the lawyer or citizen of receipt of the document. The technology must leverage the existing messaging/e-mail system of the Judicial Branch.	3.2.A	3.2.A.11	M					
12. The technology must integrate with the existing case management system at the trial and appellate courts.	3.2.A	3.2.A.12	M					
13. The solution must incorporate providing the documents on the existing Electronic Public Access in accordance with existing law and Court Rules. This is commonly referred to as Iowa Courts Online http://www.iowacourts.state.ia.us/ESAWebApp/SelectFrame	3.2.A	3.2.A.13	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
14. The technology must integrate with the existing citizen access to court dockets and financial records. The proposal must include adding documents for access through this web portal. This access must be based on the registration role with the case and based on security access.	3.2.A	3.2.A.14	M					
15. The Electronic Filing solution must work with commonly used operating system I.E., Windows and Mac.	3.2.A	3.2.A.15	M					
16. The Electronic Filing solution must work with common used Web browser I.W., Windows Internet Explorer, Fire Fox, Netscape, and Mac.	3.2.A	3.2.A.16	M					
17. The EDMS system must be available on the Internet for electronic filing and acknowledgement of filings 24 hours a day and seven days a week.	3.2.A	3.2.A.17	M					
18. The EDMS system must provide document integrity. The filing document must maintain its original content and the vendor must speak to how they can provide this level of document integrity.	3.2.A	3.2.A.18	M					
19. The EDMS system must provide system security. The vendor must provide a detail of how to implement a security strategy to provide for the security of the system and its integrity.	3.2.A	3.2.A.19	M					
20. The EDMS contractor must provide for the pushing of assigned court case to the judge's PC device using the network. The developed scripts must be able to detect when new filings assigned to a judge are available and push them to the judge's device. The developed script must be able to detect when an opinion is ready for filing and push the opinion to the case file and docket the event.	3.2.A	3.2.A.20	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
21. The EDMS contractor must provide training for the county pilot sites and Appellate Court site. This training will provide how to use electronic filing, how to use the document management application, how to use the workflow application and other uses developed. This must include lawyers, business users, judges, clerk of court staff, case schedulers, law clerks and juvenile court services.	3.2.A	3.2.A.21	M					
22. The EDMS system must provide for electronic (e-mail) notification to the filer of receipt of the filing. The EDMS system must provide for electronic (e-mail) notification of events scheduled for documents filed by the Court.	3.2.A	3.2.A.22	M					
23. The EDMS contractor must have reviewed and understood the Feasibility Study conducted by the Judicial Branch in 1999. This can be found at the following: http://www.judicial.state.ia.us/Administration/Information_Technology/	3.2.A	3.2.A.23	M					
24. The EDMS contractor must have reviewed and understood the NCSC Report of 2005. This can be found at the following: http://www.judicial.state.ia.us/Administration/Information_Technology/	3.2.A	3.2.A.24	M					
25. The EDMS contractor must have reviewed and understood the Proposed Rules for Electronic Filing. This can be found at: http://www.judicial.state.ia.us/Supreme_Court/Orders/	3.2.A	3.2.A.25	M					
26. Each Mandatory Technological Requirement defined in this RFP, including those defined in Section 3.2.	3.2.A	3.2.A.26	M					
	Section 3.2.A Total			0	0	0	0	0
3.2.B - Additional Technical Proposal Requirements	3.2.B							

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
1. The proposal must provide for a user registration leveraging the existing registration strategies, yet providing for lawyers and citizens ease of access based on roles within the environment.	3.2.B	3.2.B.1	M					
2. The proposal must provide for a user of electronic filing to have a login and password based on the role and involvement in the court system.	3.2.B	3.2.B.2	M					
3. The proposal must provide for a web access for filers to access as an entry point for electronic filing.	3.2.B	3.2.B.3	M					
4. The proposal must provide for a cover sheet, which requires certain information to be provided by the filer. The cover sheet must handle the data in an XML format for insertion in the Case Management System.	3.2.B	3.2.B.4	M					
5. The proposal must provide for electronic data provided by agencies in state and local government who provide data for filing in a Global Justice XML Data Model (GJXDM) or National Information Exchange Model (NIEM) format. An example of this would be the electronic citation (electronic traffic tickets). This data interchange must be part of the electronic filing proposal.	3.2.B	3.2.B.5	M					
6. The proposal must provide for multiple documents to be filed within one transaction.	3.2.B	3.2.B.6	M					
7. The proposal must provide for a method of payment for filing. The methods must include credit cards and electronic check.	3.2.B	3.2.B.7	M					
8. The proposal must provide for an electronic signature of the parties filing and the lawyer or citizen.	3.2.B	3.2.B.8	M					
9. The proposal must provide for the electronic documents to be filed in a PDF format only.	3.2.B	3.2.B.9	M					
10. The proposal must include a method for administration of registration. The administration must provide for the registration and de-registration of lawyers and citizens.	3.2.B	3.2.B.10	M					
11. The proposal must provide for an electronic file stamp of documents electronically filed.	3.2.B	3.2.B.11	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
12. The proposal must provide for docket entries to be posted when provided within the business rules of the Court.	3.2.B	3.2.B.12	M					
13. The proposal must provide for a method of posting notice to electronic filers if the web access is unavailable.	3.2.B	3.2.B.13	M					
14. The proposal must include the ability to hyperlink documents filed with the court and to hyperlink to other databases. An example of other databases would be a legal case site linked to Westlaw.	3.2.B	3.2.B.14	M					
15. The proposal must include security with a document and within a document. The proposal must include the ability to seal the entire document, to seal a paragraph within a document, or to seal a word or series of numbers within a document.	3.2.B	3.2.B.15	M					
16. The proposal must include the ability to intervene or become a party to a case which is confidential.	3.2.B	3.2.B.16	M					
17. The proposal must include the ability for the Clerk of Court to certify records filed with the Court.	3.2.B	3.2.B.17	M					
18. The proposal must provide the ability for the Clerk of Court to provide subpoenas in either an electronic or paper form.	3.2.B	3.2.B.18	M					
19. The proposal must provide for the ability for Court Reporters to file steno notes of court proceedings in an electronic storage strategy	3.2.B	3.2.B.19	M					
20. The proposal must provide for the Orders of the Judge to be filed electronically.	3.2.B	3.2.B.20	M					
21. The proposal must provide a strategy for the Judges to access the network and download and upload new documents.	3.2.B	3.2.B.21	M					
22. The proposal must disclose the operating environments required for the proposed implementation EDMS.	3.2.B	3.2.B.22	M					
23. The proposal must not be technologically inconsistent with the recommendations contained in The Plan.	3.2.B	3.2.B.23	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
24. The proposal must include the specifications of the proposed hardware, software and adapters necessary to implement EDMS in Iowa. In fulfilling this requirement, the Contractor must indicate in which items it proposes to provide under the contract and which items it expects the State will have or procure separately from the awarded contract.	3.2.B	3.2.B.24	M					
25. The proposal must separately describe the methodology, development tools, or procedures which will be used to facilitate the State's implementation of the technology.	3.2.B	3.2.B.25	M					
	Section 3.2.B Total			0	0	0	0	0
3.3.A - Mandatory Technological Requirements - Requirements for implementing EDMS	3.3.A							
1. The proposed workflow software must provide the functionality of workflow in accordance with the business rules of each court process. The Judicial Branch will provide the business rules for each business process.	3.3.A	3.3.A.1	M					
2. The proposal must provide the plan/strategy for developing the workflow software deliverables using the roles individuals take part with in the Judicial Branch and associated business organizations. The State of Iowa must own the code for the routing of this deliverable.	3.3.A	3.3.A.2	M					
3. The proposed document management software must provide the functionality of access and control of documents filed with the court.	3.3.A	3.3.A.3	M					
4. The proposed technology must provide for secure access to transactions over the internet.	3.3.A	3.3.A.4	M					
	Section 3.3.A Total			0	0	0	0	0
3.3.B.1 - Implementation Requirements (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.3.B.1							

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
1. The proposal must include building, implementing and acceptance testing involving electronic filing and EDMS:	3.3.B.2	3.3.B.1	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(a) Providing the plan for implementation of each of the components of electronic filing and EDMS.	3.3.B.3	3.3.B.1(a)	M					
(b) Provide a 90 day pilot test of electronic filing and EDMS in two courts in Iowa.	3.3.B.4	3.3.B.1(b)	M					
(c) Provide a 90 day pilot test of electronic filing and EDMS in the Appellate Court.	3.3.B.5	3.3.B.1(c)	M					
(d) Provide resolution to identified issues during the pilot test in the three locations.	3.3.B.6	3.3.B.1(d)	M					
(e) Providing the knowledge transfer to the court assigned resources.	3.3.B.7	3.3.B.1(e)	M					
(f) Providing a training methodology for the use of EDMS for court users.	3.3.B.8	3.3.B.1(f)	M					
(g) Providing an operational support plan for the continuation of EDMS within the Judicial Branch.	3.3.B.9	3.3.B.1(g)	M					
	Section 3.3.B.1 Total			0	0	0	0	0
3.3.C - Data Standards and Requirements	3.3.C							
1. The proposed technology must utilize XML	3.3.C	3.3.C.1	M					
2. The proposed technology must utilize GJXDM or NIEM for electronic data exchange.	3.3.C	3.3.C.2	M					
3. The proposed technology must provide for document integrity.	3.3.C	3.3.C.3	M					
4. The EDMS system must follow the Court National Standard of Electronic Court Filing (ECF) 1.2 and 1.1 specifications. This can be found at the following: http://www.ncsconline.org/D_Tech/standards/ [scroll to the bottom of the page; the PDF file can be found under the heading “Electronic Filing Processes (Technical & Business Approaches)”]	3.3.C	3.3.C.4	M					
	Section 3.3.C Total			0	0	0	0	0

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
3.3.D - Architecture & Technology Requirements (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.3.D							
1. The proposed architecture must flexibly adapt to, integrate and utilize ever-evolving policies, best practices, and operating procedures from EDMS integration participants.	3.3.D	3.3.D.1	M					
2. The proposed architecture must achieve EDMS integration via web based technologies that at a minimum include the following architectural components:	3.3.D	3.3.D.2	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(a) document storage	3.3.D	3.3.D.2(a)	M					
(b) scanning	3.3.D	3.3.D.2(b)	M					
(c) web services	3.3.D	3.3.D.2(c)	M					
(d) data access and control	3.3.D	3.3.D.2(d)	M					
(e) security	3.3.D	3.3.D.2(e)	M					
(f) confidentiality	3.3.D	3.3.D.2(f)	M					
(g) management and control; and	3.3.D	3.3.D.2(g)	M					
(h) networking.	3.3.D	3.3.D.2(h)	M					
3. While this RFP represents the first phase of the State's EDMS project, the proposed solution must have the potential to be scaled in the future such that additional resources could be acquired and attached to the system easily, allowing other agencies to participate. Options for horizontal and vertical scalability are encouraged with the intent that at a future time, the proposed solution may be expanded to function with a broader range of users.	3.3.D	3.3.D.3	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
4. The proposed architecture must be scalable and must provide a minimum of 99.99% EDMS server's availability. EDMS server's availability is defined as the availability of the operating system and server hardware used to support the EDMS excluding factors outside the control of the proposed solution such as facilities and/or internet service provider outages. Options and recommendations for measuring and reporting on availability as defined are encouraged. A factor to consider in architecture design includes the availability of a primary data center with secondary, geographically remote site for disaster recovery and business continuity.	3.3.D	3.3.D.4	M					
5. The proposed architecture must include separate development, test, and production environments.	3.3.D	3.3.D.5	M					
	Section 3.3.D Total			0	0	0	0	0
3.3.E - Management, Access and Control	3.3.E							
1. The proposed solution must be widely compatible with existing applications and operating environments.	3.3.E	3.3.E.1	M					
2. The proposed solution must support access and control for information exchange.	3.3.E	3.3.E.2	M					
3. The proposed solution must ensure that user identification and authentication can take place at the network, device, application, and/or device/software level. At a minimum, a user shall be restricted from establishing a secure data exchange without first being identified/authenticated by no less than a user id and password.	3.3.E	3.3.E.3	M					
4. The security included in the proposed solution must be scalable and capable of being configured to accommodate different levels of security on a per user, per application, or per endpoint basis.	3.3.E	3.3.E.4	M					
	Section 3.3.E Total			0	0	0	0	0

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
3.3.F - Security (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.3.F							
1. Encryption requirements	3.3.F	3.3.F.1	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(a) The proposed solution must ensure the Judicial Branch network data crossing over a public network segment or over dial-up or Internet connections includes at least 128 bit encryption utilizing FIPS 140-2 compliant modules. Public networks being defined as any network equipment or data transmission line that is NOT in direct control of the law enforcement of the state.	3.3.F	3.3.F.1(a)	M					
(b) The proposed solution must incorporate secure data exchange mechanisms and technologies such as cryptography, key management, access control, authentication, and data integrity where appropriate.	3.3.F	3.3.F.1(b)	M					
(c) The proposed solution must conform to Internet Engineering Task Force (IETF) Internet Protocol Security (IPSEC) Encapsulating Security Payload (ESP) protocol as specified in RFC 2406. The solution must be capable of utilizing cryptographic modules that are compliant with Federal Information Processing System (FIPS).	3.3.F	3.3.F.1(c)	M					
(d) The proposed solution must recognize the security policies and requirements of the Judicial Branch.	3.3.F	3.3.F.1(d)	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
(e) The proposed solution must require a minimum of 128 encryption with NIST, CSL certification of the cryptographic module to ensure it meets FIPS Publication 140-2 for “Security Requirements for Cryptographic Modules.” Systems that transmit data over radio frequencies to a network with access to EDMS data must also be subject to this encryption requirement.	3.3.F	3.3.F.1(e)	M					
2. The proposed solution must utilize credentials and authentication.	3.3.F	3.3.F.2	M					
3. The contractor is invited to propose implementation of a particular web services security standard, but the Contractor must clearly articulate the standard, which components of the standard will be implemented, and how each component fulfils a technological or business requirement of this RFP or The Plan.	3.3.F	3.3.F.3	M					
	Section 3.3.F Total			0	0	0	0	0
3.3.G - Network Requirements	3.3.G							
1. The proposed solution must be capable of utilizing the State’s existing infrastructure to establish a framework for EDMS information sharing making use of the Iowa Communications Network data circuits where feasible and the public internet where appropriate.	3.3.G	3.3.G.1	M					
2. The proposed solution must be capable of utilizing “Data Transfer Facilities”.	3.3.G	3.3.G.2	M					
3. The solution must be capable of transferring large data sets.	3.3.G	3.3.G.3	M					
	Section 3.3.G Total			0	0	0	0	0
3.4.A - Mandatory Non-technological Requirements - Software Toolsets.	3.4.A							

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
1. The Technical Proposal must specifically identify the tools to be used and delivered and specify the hardware and software requirements for operating the tool and should specify what support will be provided to users of the toolsets.	3.4.A	3.4.A.1	M					
2. The Cost Proposal must specifically delimit any separate cost associated with the tool sets, whether initial costs or maintenance costs. If the toolsets are to be provided without additional cost, the Cost Proposal must so state.	3.4.A	3.4.A.2	M					
	Section 3.4.A Total			0	0	0	0	0
3.4.B - Mandatory Non-technological Requirements (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.4.B							
B. The Technical Proposal <u>and</u> Cost Proposal must indicate whether the Contractor or Contractors seek an award (see # 1 - 3 below) If a proposal covers more than one category, the costs associated for each of these three categories must be separately and clearly identified in the Cost Proposal.	3.4.B	3.4.B.1	M	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(1) for implementing an EDMS Platform,	3.4.B	3.4.B.1(1)	M					
(2) for implementing the required integration,	3.4.B	3.4.B.1(2)	M					
(3) for implementing a suitable adapter framework, or some combination of the three.	3.4.B	3.4.B.1(3)	M					
	Section 3.4.B Total			0	0	0	0	0
	3.4.D							
1. The proposal must include the separate cost of implementing each of the EDMS.	3.4.D	3.4.D.1	M					
2. The Cost Proposal must include an all-inclusive (including all travel, expenses, etc.), itemized, not-to-exceed total cost, in U.S. Dollars, to provide the requested items and services.	3.4.D	3.4.D.2	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
3. The Cost Proposal must include an annualized breakdown of the total cost of ownership (TCO) projected forward five (5) years from the date the contract is awarded. The breakdown must list separately, at a minimum, new costs, recurring costs, and maintenance costs.	3.4.D	3.4.D.3	M					
4. The proposal must include the specifications of the proposed hardware, software and adapters necessary to implement EDMS in Iowa. The Contractor must indicate in this section which items it proposed to provide under the contract and which items it expects the State will have or procure separately from the awarded contract. The State reserves the right to purchase any hardware, software, and adapters independent of other services identified in the proposal.	3.4.D	3.4.D.4	M					
5. Cost Estimates	3.4.D	3.4.D.5	M					
(a) The Contractor must provide specific estimated costs for the State to implement each proposed phase of the integration implementation schedule identified in the Contractor’s Work Plan, broken down by the architectural solutions recommended.	3.4.D	3.4.D.5(a)	M					
(b) Cost estimates must include separate headings for, at a minimum	3.4.D	3.4.D.5(b)	M					
(i) hardware procurement	3.4.D	3.4.D.5(b)	M					
(ii) hardware maintenance	3.4.D	3.4.D.5(b)	M					
(iii) operating system procurement	3.4.D	3.4.D.5(b)	M					
(iv) operating system maintenance	3.4.D	3.4.D.5(b)	M					
(v) EDMS software procurement	3.4.D	3.4.D.5(b)	M					
(vi) EDMS software maintenance	3.4.D	3.4.D.5(b)	M					
(vii) maintenance; and	3.4.D	3.4.D.5(b)	M					
(viii) any additional headings deemed appropriate.	3.4.D	3.4.D.5(b)	M					
(c) Cost estimates must also include the cost of implementing all EDMS.	3.4.D	3.4.D.5(c)	M					
(i) These costs must be broken down by individual exchange.	3.4.D	3.4.D.5(c)	M					

EDMS_RFP_Evaluation_Scoring_Too(1156).xls Requirements Narrative Ratings

Point values for Table 1-A are 5 – 1 (highest to lowest) 5 - Outstanding Substantially exceeds all requirements 4 - Excellent Meets all requirements: exceeds in some 3 - Adequate Meets all requirements 2 - Marginal Meets most requirements: deficient in some 1 - Inadequate Fails to meet significant requirements	Section	Requirement #	Type	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
(ii) Cost estimates must also identify the cost associated with maintaining the exchanges once they are implemented.	3.4.D	3.4.D.5(c)	M					
	Section 3.4.D Total			0	0	0	0	0
	Grand Total			0	0	0	0	0

Specific Sections	Sections	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
3.1 Requisite Experience	3.1					
A. The contractor must have successfully implemented a solution similar to that described in The Plan.	3.1					
B. Staff assigned by the Contractor must possess cumulative information system integration experience for developing a specific technological solution consistent with The Plan and defining appropriate strategies and processes necessary to implement EDMS for the Judicial Branch.	3.1					
C. The Contractor's Project Manager must be qualified to perform the tasks required and of a management level sufficient to assure timely responses from all Contractor personnel, the timely completion of tasks and the achievement of milestones.	3.1					
	3.1 Total	0	0	0	0	0
3.4.C - Additional Requirements Directed to the Technical Proposal (NOTE: Rate each individual item under the heading item itself. The item not rated is marked as such and is not included in the calculation formula)	3.4.C					
3.4.C.1. - Qualifications and Experience Required of the Contractor firm	3.4.C.1					
(a) The Contractor must provide basic corporate and sub-contractor information to include, but not be limited to:	3.4.C.1	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(i) ownership	3.4.C.2					
(ii) size	3.4.C.3					
(iii) relationship with larger owner	3.4.C.4					
(iv) financial resources	3.4.C.5					
(v) date of incorporation	3.4.C.6					
(vi) staffing locations	3.4.C.7					
(b) At least three (3) references (with project name and location, contact person with telephone and FAX numbers and email address) must be included in the proposal.	3.4.C.8	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(i) Reference #1 / Proj Name / Location / Contact Person / Phone #'s / Email address	3.4.C.9					
(ii) Reference #2 / Proj Name / Location / Contact Person / Phone #'s / Email address	3.4.C.10					
(iii) Reference #3 / Proj Name / Location / Contact Person / Phone #'s / Email address	3.4.C.11					
(iv) Sub-contractors and their experience must be included.	3.4.C.12					
	3.4.C.1-12 Total	0	0	0	0	0
3.4.C.2 - Requirements for Project Principals	3.4.C.2					
(a) The Contractor's proposed Project Principals must be identified in the proposal.	3.4.C.2					
(b) Proposals must include resumes for the Contractor's Project Principals and must, at a minimum, include the following:	3.4.C.2	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(i) Academic background and degrees.	3.4.C.2					
(ii) Professional certifications.	3.4.C.2					

EDMS_RFP_Evaluation_Scoring_Too(1156).xlsOther Requirements

Specific Sections	Sections	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
(iii) Previous participation and experience in an EDMS implementation and associated aspects, if any.	3.4.C.2					
(iv) Previous management of an EDMS technology development, if any.	3.4.C.2					
(v) Previous experience with management of sub-contractor staff.	3.4.C.2					
(vi) At least three (3) business/professional references to include: names of contacts, titles, addresses, telephone and email address.	3.4.C.2					
(A) Reference # 1 / Name / Title / Address / Telephone / Email Address	3.4.C.2					
(B) Reference # 2 / Name / Title / Address / Telephone / Email Address	3.4.C.2					
(C) Reference # 3 / Name / Title / Address / Telephone / Email Address	3.4.C.2					
	3.4.C.2 Total	0	0	0	0	0
3.4.C.3 - Requirements for Contractor Staff	3.4.C.3					
(a) The Project Manager and staff must be identified in the proposal.	3.4.C.3					
(b) Proposals must include resumes for the contractor's Project Manager and Staff, and must, at a minimum, include the following:	3.4.C.3	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(i) Academic background and degrees.	3.4.C.3					
(ii) Professional certifications.	3.4.C.3					
(iii) Previous participation and experience in an EDMS implementation and associated aspects, if any.	3.4.C.3					
(iv) Project management experience and/or associated responsibilities related to technology development, if any.	3.4.C.3					
(v) Previous experience with management of sub-contractor staff, if any.	3.4.C.3					
(vi) At least three (3) business/professional references to include: names of contacts, titles, addresses, telephone and email addresses.	3.4.C.3	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(A) Reference # 1 / Name / Title / Address / Telephone / Email Address	3.4.C.3					
(B) Reference # 2 / Name / Title / Address / Telephone / Email Address	3.4.C.3					
(C) Reference # 3 / Name / Title / Address / Telephone / Email Address	3.4.C.3					
	3.4.C.3 Total	0	0	0	0	0
3.4.C.4 - Work Plan	3.4.C.4					
(a) The Contractor's Technical Proposal must include a detailed Work Plan explaining how the Contractor intends to complete and obtain acceptance of their proposed technology and the requirements of this RFP. The Work Plan must include, but is not limited to:	3.4.C.4(a)	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(i) A statement of project understanding affirming:	3.4.C.4(a)	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
[1] Comprehension and compliance with the Project Description identified in Section 1.1 and each provision of the RFP.	3.4.C.4(a)					
[2] Awareness of the State's requirements and intended use of the services and technology as set forth in the RFP.	3.4.C.4(a)					
[3] That the deliverables shall satisfy the RFP requirements in all respects and be fit for such intended uses.	3.4.C.4(a)					

Specific Sections	Sections	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
(ii) A detailed schedule based on the number of days and/or weeks required for completing the work necessary for the pilot counties must be submitted to the EDMS Business Activity Committee not later than October 3rd, 2007.	3.4.C.4(a)					
(b) The EDMS Business Activity committee targets December 3, 2007 as the beginning of the first pilot county for EDMS.	3.4.C.4(b)	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(i) A detailed breakdown of the proposed work structure, including activities, tasks, performance review, payment milestones/criteria, and objectives to provide the services and deliverables required to complete the technology environment Plan and obtaining the EDMS Business Advisory Committee's acceptance.	3.4.C.4(b)					
(ii) Identification of task relationships, overlap, and dependencies.	3.4.C.4(b)					
(iii) A detailed breakdown of staff resources assigned to the project, including number of staff and the percentage of time for each.	3.4.C.4(b)					
(iv) A detailed responsibility matrix for Contractor and State staff.	3.4.C.4(b)					
(v) Start and ending dates for each task.	3.4.C.4(b)					
(vi) Articulation of the approach to coordinating the responsibilities of the State staff with those of the Contractor/sub-contractor to ensure overall project success.	3.4.C.4(b)					
(vii) A description of how the Project shall be managed, prioritized, and controlled. This must include the Project management structure (with organizational chart) and the method of Project status reporting.	3.4.C.4(b)					
(viii) A Project Change Control Plan for controlling the project and prioritizing State and Contractor change requests.	3.4.C.4(b)					
5. The Technical Proposal must include an Acceptance Plan for obtaining State's acceptance of each deliverable.	3.4.C.5					
6. The Technical Proposal must include the format of and an example of the Status Report to be used throughout the project.	3.4.C.6					
	3.4.C.4 Total	0	0	0	0	0
3.4.D - Requirements Specifically Directed to the Cost Proposal	3.4.D					
1. The proposal must include the separate cost of implementing each of the EDMS.	3.4.D.1					
2. The Cost Proposal must include an all-inclusive (including all travel, expenses, etc.), itemized, not-to-exceed total cost, in U.S. Dollars, to provide the requested items and services.	3.4.D.2					
3. The Cost Proposal must include an annualized breakdown of the total cost of ownership (TCO) projected forward five (5) years from the date the contract is awarded. The breakdown must list separately, at a minimum, new costs, recurring costs, and maintenance costs.	3.4.D.3					
4. The proposal must include the specifications of the proposed hardware, software and adapters necessary to implement EDMS in Iowa. The Contractor must indicate in this section which items it proposed to provide under the contract and which items it expects the State will have or procure separately from the awarded contract. The State reserves the right to purchase any hardware, software, and adapters independent of other services identified in the proposal.	3.4.D.4					
5. Cost Estimates	3.4.D.5	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(a) The Contractor must provide specific estimated costs for the State to implement each proposed phase of the integration implementation schedule identified in the Contractor's Work Plan, broken down by the architectural solutions recommended.	3.4.D.5(a)					

EDMS_RFP_Evaluation_Scoring_Too(1156).xlsOther Requirements

Specific Sections	Sections	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
(b) Cost estimates must include separate headings for, at a minimum	3.4.D.5(b)	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section	No rating for this row in this section
(i) hardware procurement	3.4.D.5(b)					
(ii) hardware maintenance	3.4.D.5(b)					
(iii) operating system procurement	3.4.D.5(b)					
(iv) operating system maintenance	3.4.D.5(b)					
(v) EDMS software procurement	3.4.D.5(b)					
(vi) EDMS software maintenance	3.4.D.5(b)					
(vii) maintenance; and	3.4.D.5(b)					
(viii) any additional headings deemed appropriate.	3.4.D.5(b)					
(c) Cost estimates must also include the cost of implementing all EDMS.	3.4.D.5(c)					
(i) These costs must be broken down by individual exchange.	3.4.D.5(c)					
(ii) Cost estimates must also identify the cost associated with maintaining the exchanges once they are implemented.	3.4.D.5(c)					
	3.4.D.5 Total	0	0	0	0	0
	Grand Total	0	0	0	0	0

	% of final score	SECTIONS	# of Req	Maximum	Vendor A	Vendor B	Vendor C	Vendor D	Vendor E
Requirements Ratings				5					
Section 2	0.4%	2.29:2.31	2	10	0	0	0	0	0
Section 3.2.A	5.3%	3.2.A.1:3.2.A.26	26	130	0	0	0	0	0
Section 3.2.B	5.1%	3.2.B.1:3.2.B.25	25	125	0	0	0	0	0
Section 3.3.A	0.8%	3.3.A.1:3.3.A.4	4	20	0	0	0	0	0
Section 3.3.B	1.4%	3.3.B.1:3.3.B.1(g)	7	35	0	0	0	0	0
Section 3.3.C	0.8%	3.3.C.1:3.3.C.4	4	20	0	0	0	0	0
Section 3.3.D	2.4%	3.3.D.1:3.3.D.5	12	60	0	0	0	0	0
Section 3.3.E	0.8%	3.3.E.1:3.3.E.4	4	20	0	0	0	0	0
Section 3.3.F	1.4%	3.3.F.1:3.3.F.3	7	35	0	0	0	0	0
Section 3.3.G	0.6%	3.3.G.1:3.3.G.3	3	15	0	0	0	0	0
Section 3.4.A	0.4%	3.4.A.1:3.4.A.2	2	10	0	0	0	0	0
Section 3.4.B	0.6%	3.4.B.1:3.4.B.1(3)	3	15	0	0	0	0	0
Section 3.4.D	3.7%	3.4.D.1:3.4.D.5(c)	18	90	0	0	0	0	0
Requirements Ratings SUB-TOTAL POINTS	23.9%		117	585	0	0	0	0	0
Table 1-B and Section 4									
Requirements Narrative Ratings									
Section 2	0.4%	2.29:2.31	2	10	0	0	0	0	0
Section 3.2.A	5.3%	3.2.A.1:3.2.A.26	26	130	0	0	0	0	0
Section 3.2.B	5.1%	3.2.B.1:3.2.B.25	25	125	0	0	0	0	0
Section 3.3.A	0.8%	3.3.A.1:3.3.A.4	4	20	0	0	0	0	0
Section 3.3.B	1.4%	3.3.B.1:3.3.B.1(g)	7	35	0	0	0	0	0
Section 3.3.C	0.8%	3.3.C.1:3.3.C.4	4	20	0	0	0	0	0
Section 3.3.D	2.4%	3.3.D.1:3.3.D.5	12	60	0	0	0	0	0
Section 3.3.E	0.8%	3.3.E.1:3.3.E.4	4	20	0	0	0	0	0
Section 3.3.F	1.4%	3.3.F.1:3.3.F.3	7	35	0	0	0	0	0
Section 3.3.G	0.6%	3.3.G.1:3.3.G.3	3	15	0	0	0	0	0
Section 3.4.A	0.4%	3.4.A.1:3.4.A.2	2	10	0	0	0	0	0
Section 3.4.B	0.6%	3.4.B.1:3.4.B.1(3)	3	15	0	0	0	0	0
Section 3.4.D	3.7%	3.4.D.1:3.4.D.5(c)	18	90	0	0	0	0	0
Requirements Narrative Ratings SUB-TOTAL POINTS	23.9%		117	585	0	0	0	0	0
Other Requirements Ratings									
Experience / Mandatory Non-technological Requirements									
- Requisite Experience	0.6%	3.1.A - C	3	15	0	0	0	0	0
- Additional Requirements Directed to the Technical Proposal	2.0%	3.4.C.1-12	10	50	0	0	0	0	0
- Requirements for Project Principals	1.8%	3.4.C.2	9	45	0	0	0	0	0
- Requirements for Contract Staff	1.6%	3.4.C.3	8	40	0	0	0	0	0
- Work Plan	2.9%	3.4.C.4	14	70	0	0	0	0	0
- Requirements Specifically Directed to the Cost Proposal	3.3%	3.4.D.5	16	80	0	0	0	0	0
Other Requirements SUB-TOTAL POINTS	12.2%		60	300	0	0	0	0	0
Step 4	Cost	25.0%	1	613					
	REQUIREMENTS EVALUATION (Step 3&4) POINTS	85.0%		2083	0	0	0	0	0
Step 5	DEMONSTRATION (Step 5) POINTS	15.0%		367					
	TOTAL POSSIBLE POINTS	100.0%		2450	0	0	0	0	0

EVALUATION - STEP 3