

Instructions for using the EDMS RFP Evaluation Scoring Tool:

There are 3 worksheets in this spreadsheet (plus this instructions page). The **ANS = ✓ & ANS = X** at the top of the "**Requirements Narrative Ratings**" spreadsheet has been set up to the left of each Vendor (#x) column. The ✓ means that the requirement (on initial review) has been met. The X means that the requirement (on initial review) has not been met. An X in any mandatory requirement is a disqualifying event (reference RFP No. JB050508, Chapter 3, Section 3.0 Chapter Purpose).

The worksheet labeled "**Requirements Narrative Ratings**" is used to score each of the Mandatory Requirement Narratives as set out in the RFP. The narrative response should be rated on quality of the narrative and **how** the vendor(s) will comply with the requirement. Each section is listed as it is in the RFP. The sub-totals for each section are pulled into the worksheet labeled "**Main Score**" in the section labeled "**Requirements Narrative Ratings**".

The worksheet labeled "**Other Requirements Ratings**" is used to score each of those Mandatory Requirements that are not necessarily technological in nature and each section is listed as it is in the RFP, 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 section labeled "**Other Requirements Ratings**".

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 and then divided by 100%.

Total rating value for this RFP is 4100 maximum points.

RFP Requirements are worth 60% of the total points (2460 points maximum).

Total Cost is worth 20% of the total points (820 points maximum).

Presentation is worth 20% of the total points (820 points maximum).

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

EDMS RFP 2008 Scoring Tool.xls Requirements Narrative Ratings

Point values for all requirements on this worksheet are (lowest to highest) 1 = Meets minimum requirements 5 = Exceeds minimum requirements at a high level 10 = Exceeds minimum requirements at an outstanding level	Section	Requirement #	Type M=Mandatory O=Optional	Vendor #1 Ans= ✓ NoAns= X	Vendor #1 Pts = 0-10	Vendor #2 Ans= ✓ NoAns= X	Vendor #2 Pts = 0-10	Vendor #3 Ans= ✓ NoAns= X	Vendor #3 Pts = 0-10	Vendor #4 Ans= ✓ NoAns= X	Vendor #4 Pts = 0-10	Vendor #5 Ans= ✓ NoAns= X	Vendor #5 Pts = 0-10
19. 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.19	M										
20. The EDMS system must provide document integrity. The filed 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.20	M										
21. 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.21	M										
22. The EDMS contractor must provide for the pushing of assigned court case(s) 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.22	M										
23. 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.23	M										
24. The EDMS contractor must provide knowledge transfer of the training processes, procedures, documentation and materials to court training staff.	3.2.A	3.2.A.24	M										
25. 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.25	M										
26. 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.26	M										
27. 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.27	M										
28. The EDMS contractor must have reviewed and understood the Proposed Rules for Electronic Filing. These Draft Rules can be found on the Judicial Branch web site under RFPs.	3.2.A	3.2.A.28	M										

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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										
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		No rating for this row in this		No rating for this row in this		No rating for this row in this		No rating for this row in this
(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. Responses to this RFP should include costs for complete implementation of the proposed solution.	3.3.D	3.3.D.3	M										

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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 or scheduled maintenance times. 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
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		No rating for this row in this		No rating for this row in this		No rating for this row in this		No rating for this row in this

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	Section 3.4.D Total				0		0		0		0		0
	Grand Total				0		0		0		0		0

EDMS RFP 2008 Scoring Tool.xls Other Requirements

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(ii) Reference #2 / Proj Name / Location / Contact Person / Phone #'s / email address	3.4.C.1(b)(ii)										
(iii) Reference #3 / Proj Name / Location / Contact Person / Phone #'s / email address	3.4.C.1(b)(iii)										
(iv) Sub-contractor(s) Name / Project Name(s) / Location(s) / Contact Person(s) / Phone #'s / email address(es)	3.4.C.1(b)(iv)										
	Section 3.4.C.1 Total		0		0		0		0		0
3.4.C.2 - Termination, Litigation, Debarment (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.2										
3.4.C.2 The vendor must provide the following information:	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	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) During the last five (5) years, has the vendor had a contract for products or services terminated for any reason or has the vendor received any notices of reach or default? If so, provide full details related to the termination or notice of breach/default.	3.4.C.2(a)										
(b) During the last five (5) years, describe any damages or penalties or anything of value traded or given up by vendor under any of its existing or past contracts as it relates to products and services performed that are similar to the EDMS RFP No. JB050508 39 products and services contemplated by this RFP. If so, indicate the reason for the penalty or exchange of property or services and the estimated amount of the cost of that incident to the vendor and resulting contract, if any.	3.4.C.2(b)										
(c) During the last five (5) years, describe any order, judgment or decree of any Federal or State authority barring, suspending or otherwise limiting the right of the vendor to engage in any business, practice or activity.	3.4.C.2 (c)										
(d) During the last five (5) years, list and summarize pending or threatened litigation, administrative or regulatory proceedings, or similar matters that could affect the ability of the vendor to perform the required services. The vendor must also state whether it or any owners, officers, or primary partners have ever been convicted of a felony. Failure to disclose these matters may result in rejection of the bid proposal or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of a proposal, and with respect to the successful vendor after the execution of a contract, must be disclosed in a timely manner in a written statement to the State.	3.4.C.2(d)										
	Section 3.4.C.2 Total		0		0		0		0		0
3.4.C.3 - Requirements for Project Principals (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										

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	Section 3.4.C.4 Total		0		0		0		0		0
3.4.C.5 - Work Plan (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.5										
(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.5(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.5(a)(i)	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	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] Comprehension and compliance with the Project Description identified in Section 1.1 and each provision of the RFP.	3.4.C.5(a)(i)(A)										
[B] Awareness of the State's requirements and intended use of the services and technology as set forth in the RFP.	3.4.C.5(a)(i)(B)										
[C] That the deliverables shall satisfy the RFP requirements in all respects and be fit for such intended uses.	3.4.C.5(a)(i)(C)										
(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 30 days after contract signing.	3.4.C.5(a)(ii)										
(iii) The EDMS Business Activity committee targets the beginning of the first pilot county for EDMS 180 days after contract signing.	3.4.C.5(a)(iii)	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	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
(iv) 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.5(a)(iv)										
(v) Identification of task relationships, overlap, and dependencies	3.4.C.5(a)(v)										
(vi) A detailed breakdown of staff resources assigned to the project, including number of staff and the percentage of time for each.	3.4.C.5(a)(vi)										
(vii) A detailed responsibility matrix for Contractor and State staff	3.4.C.5(a)(vii)										
(viii) Start and ending dates for each task.	3.4.C.5(a)(viii)										
(ix) 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.5(a)(ix)										
(x) 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.5(a)(x)										
(xi) A Project Change Control Plan for controlling the project and prioritizing State and Contractor change requests.	3.4.C.5(a)(xi)										

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6. The Technical Proposal must include an Acceptance Plan for obtaining State's acceptance of each deliverable.	3.4.C.6										
7. The Technical Proposal must include the format of and an example of the Status Report to be used throughout the project.	3.4.C.7										
	Section 3.4.C.5 - 7 Total		0		0		0		0		0
	Grand Total		0		0		0		0		0

		% of final score	SECTIONS	# of Req	Maximum	Vendor #1	Vendor #2	Vendor #3	Vendor #4	Vendor #5
	Requirements Narrative Ratings									
	Section 2	0.5%	2.35.A:2.37.A	2	20	0	0	0	0	0
	Section 3.2.A	7.1%	3.2.A.1:3.2.A.29	29	290	0	0	0	0	0
	Section 3.2.B	6.3%	3.2.B.1:3.2.B.26	26	260	0	0	0	0	0
	Section 3.3.A	1.0%	3.3.A.1:3.3.A.4	4	40	0	0	0	0	0
	Section 3.3.B	1.7%	3.3.B.1(a):3.3.B.1(g)	7	70	0	0	0	0	0
	Section 3.3.C	1.0%	3.3.C.1:3.3.C.4	4	40	0	0	0	0	0
	Section 3.3.D	2.9%	3.3.D.1:3.3.D.5	12	120	0	0	0	0	0
	Section 3.3.E	1.0%	3.3.E.1:3.3.E.4	4	40	0	0	0	0	0
	Section 3.3.F	1.7%	3.3.F.1:3.3.F.3	7	70	0	0	0	0	0
	Section 3.3.G	0.7%	3.3.G.1:3.3.G.3	3	30	0	0	0	0	0
	Section 3.4.A	0.5%	3.4.A.1:3.4.A.2	2	20	0	0	0	0	0
	Section 3.4.B	1.0%	3.4.B.1:3.4.B.4	4	40	0	0	0	0	0
	Section 3.4.D	4.1%	3.4.D.1:3.4.D.5(c)	17	170	0	0	0	0	0
Step 1	REQUIREMENTS NARRATIVE RATINGS SUB-TOTAL POINTS	29.5%		121	1210	0	0	0	0	0
	Other Requirements Ratings									
	Experience / Mandatory Non-technological Requirements									
	- Requisite Experience	1.8%	3.1.A - C	3	75	0	0	0	0	0
	- Additional Requirements Directed to the Technical Proposal	7.3%	3.4.C.1(a)(i)-3.4.C.1.(b)(iv)	12	300	0	0	0	0	0
	- Termination, Litigation, Debarment	2.4%	3.4.C.2	4	100	0	0	0	0	0
	- Requirements for Project Principals	5.5%	3.4.C.3	9	225	0	0	0	0	0
	- Requirements for Contractor Staff	4.9%	3.4.C.4	8	200	0	0	0	0	0
	- Work Plan	8.54%	3.4.C.5	14	350	0	0	0	0	0
Step 2	OTHER REQUIREMENTS SUB-TOTAL POINTS	30.5%		50	1250	0	0	0	0	0
Step 3	COST POINTS	20.0%		1	820					
	REQUIREMENTS & COST EVALUATION POINTS (Step 1 + Step 2 + Step 3)	80.0%			3280	0	0	0	0	0
Step 4	DEMONSTRATION POINTS	20.0%			820					
	TOTAL POSSIBLE POINTS (Steps 1+2+3+4)	100.0%			4100	0	0	0	0	0