

REQUEST FOR PROPOSAL

FOR INDEPENDENT STATEWIDE REVIEW AND DESIGN RECOMMENDATION

Supreme Court of Georgia Statewide Judiciary Civil E-filing Steering Committee

Issuance Date: Friday, May 15, 2015

Closing Date: Monday, June 1, 2015
5:00 p.m. EST

BACKGROUND

The Statewide Judiciary Civil E-filing Steering Committee (“The Committee”) was formed in June of 2012 and has served to research, review, analyze and recommend necessary activities to promote an efficient and viable Civil E-filing System for Georgia.¹

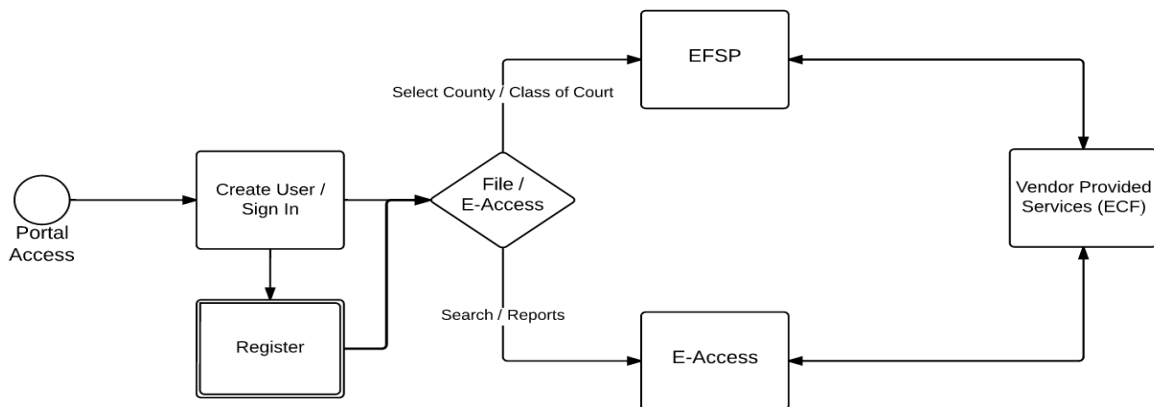
The Committee has been meeting regularly and has some notable accomplishments:

1. Reviewed other E-filing implementations across state and federal jurisdictions;
2. Distributed an RFI and hosted vendor presentations;
3. Reviewed standards which resulted in adoption of the ECF Standard by the Judicial Council of Georgia in 2014;
4. Created a Demo Site with sample initiation forms using NIEM Based formats; and,
5. Promoted the existing recommendation of this RFP for an independent review and recommendation.

<http://www.georgiacourts.gov/index.php/judicial-council/e-filing>

PROPOSED PORTAL DESIGN

Single Sign-On Portal Access



¹ With the eventual goal of e-access.

TIMELINE

The Committee intends a project start date in June 2015 and anticipates completion of the recommendation prior to August 2015.

DELIVERABLES

The main result of this effort is to produce a recommendation that:

1. Supports the Committee's vision for a single sign-on Portal and defines design parameters;
2. Offers recommendations for changes to the Committee's vision for a single sign-on Portal and defines corresponding design parameters; or,
3. Determines that the Committee's vision for a single sign-on Portal is unsound and provides a recommendation for an alternative course, including design parameters.

The scope of work can be adjusted to accommodate unforeseen items that need to be considered. All Committee Members should be involved in the project review (not selection process) to ensure broad participation and input. A formal Statement of Work (SOW) will be defined after the appropriate Consultant is selected.

The selected Consultant should utilize all possible resources and relevant stakeholders when developing the recommendation and discussions should be inclusive of all pertinent participants, the vendor community, the justice community and other jurisdictions.

SCOPE OF SERVICES

This RFP looks to hire a qualified Consultant to advance and design the single sign-on portal towards implementation. Currently, clerks of courts throughout the State are contracting with various vendors to provide e-filing into their courts. The advent of e-filing is probably the single greatest technological advancement in order for the courts as a whole to move forward into the modern era. As a part of this, the Committee recommends that there be a single portal with a single log-in process through which the clerks could allow filers to file into their courts. The next step in this process would be to hire a contractor who would:

- Meet with clerks of all classes of courts to develop necessary specifications for a portal through which filers would be able to transmit filings to each courts' electronic filing service provider;
- Develop specifications required for the portal for identity authentication and log-in processes;

- Develop other specifications as required to include, but not limited to discussion on the following²:
 - Single vs. multiple vendor models;
 - Acceptable document formats;
 - Management of filing fee payments and what range of filing fees are prominent in other jurisdictions;
 - Accommodation of self-represented litigants;
 - Management of electronic access to filed documents;
 - Technological infrastructure needed;
 - Security protocols needed;
 - Review of electronic service requirements;
 - Review of electronic signature requirements;
 - Inclusion of business intelligence tools such as performance measures and reports;
 - Suggested governance and management models, structures and/or policies; and,
 - Assessment of current business process flow compared to the new e-filing model;
- Assist with the procurement process to select the vendor to develop or deploy the ultimate e-filing portal; and,
- Work with the Committee to develop recommendations and requests to fund and sustain the State's statewide single sign-on portal.

Through this approach, the Committee hopes to simplify the electronic filing process for filers and also encourage a competitive e-filing environment for electronic filing service providers.

Although this outline covers the general idea for a requested recommendation, the Committee will be available to handle preliminary questions for clarifications and directional purposes. Please note that the scope of this RFP is intentionally broad in order to prompt a specific recommendation as to the design, development and deployment of a single sign-on portal.

² As referenced in JTC Resource Bulletin: Strategic Issues to Consider before Starting an E-filing Initiative, Version 1.0, July 14, 2013.

PROCESS AND RESPONSIBILITIES

The Committee will not manage or restrict the activities of the Consultant but recommended processes should include, but not be limited to:

1. Interviews with implementers;
2. Architectural design and implementation strategy;
3. Technology stack recommendations; and,
4. Documentation (Lessons Learned, Project Plans, Process/Work Flows, Test Scripts, etc.)

DESIRED QUALIFICATIONS

The Committee is looking for an experienced, well-respected member of the Justice Community that can coordinate interviews and produce a formal recommendation based on the outlined scope and Committee discussions.

PROPOSAL

Proposals shall provide sufficient information to allow the Committee to evaluate the Consultant's approach, experience, staff and availability. The Committee is requesting a limit on proposals to a maximum of 20 pages. References may be requested during the selection process. Proposals shall include the following information:

- Discussion of Consultant's approach to the Project.
- Description of relevant Projects the Consultant(s) has accomplished including a client contact and phone number for at least three projects;
- Resumes of staff to be assigned to the Project and a statement regarding availability of staff to begin the Project; and,
- Cost estimate needed to accomplish the scope of work and a timeline for completing the work.

Note: the Committee has allocated a maximum of \$120,000 for the completion of this recommendation.

The respondent must submit the proposal in a digital format and signed by an authorized representative of the Consultant. Proposals must be submitted to arrive no later than close of business, 5:00 p.m. EST on **Monday, June 1, 2015** to:

Tracy Mason
Program Administrator
Judicial Council/Administrative Office of the Courts
244 Washington Street SW, Suite 300
Atlanta, GA 30334
(404) 463-0559
tracy.mason@georgiacourts.gov

Technical Contact:

Jorge L. Basto, CIO/Division Director
Information Technology
Judicial Council/Administrative Office of the Courts
jorge.basto@georgiacourts.gov
Office: (404) 657-9673

SELECTION PROCESS

The Committee shall review all proposals and select and rank the three most qualified Consultants. The selection and ranking shall be based on the criteria listed below. The order in which the criteria appear does not indicate the ranking, importance, or weighting that will be used in the evaluation.

Proposed approach to the project;

1. Past experience in performing similar projects;
2. Experience of the staff to perform the services required by the Project;
3. Cost and projected timeline to accomplish the scope of work; and,
4. Familiarity with Georgia's Court System.

The Committee shall negotiate with the highest ranked Consultant on the tasks, staffing, schedule and a maximum not-to-exceed fee consistent with Consultant's proposal and fair and reasonable to the Committee. Negotiations may be formally terminated if they fail to result in a contract within a reasonable amount of time. Negotiations will then ensue with the second ranked Consultant, and if necessary, the third ranked Consultant. If the second and third round of negotiations fails to result in a contract within a reasonable amount of time, the solicitation may be formally terminated.