



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

JUDICIAL PURCHASING OFFICE
670 NEW LONDON AVENUE
CRANSTON, RHODE ISLAND 02920
TEL: 401-275-6527 FAX:401-275-6530

B2019009 ADDENDUM 1
Electronic Filing System Consulting Services
Date of Addendum: 09/30/19

NOTICE TO ALL POTENTIAL RESPONDENTS

This addendum is issued to modify the previously issued bid documents and/or given for informational purposes, and is hereby made a part of the bid documents. The original RFP documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP.

Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

Colony North Consulting

1. Can you please explain the nature of the 12 month contract? Are you looking for full-time resource(s) to support the effort, or must the effort which meets the scope of work be completed in 12 months?

The work must be completed and recommendation(s) issued within twelve (12) months.

2. If additional scope is agreed to during the initial 12 months, can the contract be extended?
Yes

3. Is there a requirement that the contractor selected be on site for all work done - including work that can be done without interaction with State personnel participation - or can work be done remotely, with onsite meetings held as needed and agreed to?

Remote work is acceptable.

4. Must bidders hold the required insurance prior to bid submission, or will it be acceptable that the contractor selected agree to obtain the required insurance prior to the contract being finalized?

Insurance may be procured after bid submission, but must be in place before any work is performed pursuant to the RFP.

5. Has a budget been set for the work and, if so, what is it?

Yes; \$36,000

6. Does the State have any evaluation criteria encouraging bids from minority or women owned businesses, or small businesses?

Yes; please see the Judiciary's General Terms & Conditions of Purchase.

BerryDunn

#	Page	Section	Question
1.	4	2.0: Scope of Work	<p>a. How many other court locations will be involved in this project? Principally one, the Fogarty Judicial Complex at 24 Weybosset Street, Providence, Ri 02903, and other locations as needed.</p> <p>b. How many key stakeholders do you expect to be involved in this project and who are they? The Judicial Technology Department, and subject matter experts from the Superior, Family, and District Courts.</p> <p>c. Does the AOSC desire the development of workflow diagrams within the scope of this project (i.e., "current processes")? If so, does the AOSC have a preferred set of workflow and or modelling tools in place that should be used by the selected consulting firm? No, workflow diagrams are not necessary for this project.</p>
2.	4	Section 2.0: Scope of Work	<p>This section of the RFP indicates that "all work is to be performed at the Judicial Technology Center...and other court locations as required." Will the AOSC accommodate work performed at our offices for tasks and activities that do not require direct interaction with AOSC electronic filing pro se stakeholders? Yes</p>
3.	7	6.0: Proposal Content and Organization	<p>Should we provide a project approach for the work we will be conducting for the AOSC? If so, where should we provide this additional information? Any additional information may be attached to the Bid Form.</p> <p>Would you accept work samples as part of our additional information? If we provide work samples, can we assume that you may be publishing them so that we should redact them to protect our clients' interest, or will these be considered confidential and not be published to a public forum? Yes; work samples shall be treated as confidential and not subject to public disclosure.</p>
4.	10	References	<p>How will you be contacting our references? Will you be reaching out by phone or requesting that they complete a written form? Telephone</p>
5.	11	Pricing Sheet	<p>Has a budget been developed for this project and, if so, can the budgeted amount (or range) be made available to proposers? Has funding been allocated and approved for this project? Yes; \$36,000</p>
6.		General	<p>Can the AOSC describe any current portals or web access capabilities for self-represented litigants to file electronically? Public Portal</p>
7.		General	<p>Does the AOSC contemplate that the selected consulting firm interview a representative set of pro se litigants as part of this project? If so, would those interviews be conducted at the Judicial Technology Center in a "focus group" format? Interviews are one possible method of assessment.</p>

#	Page	Section	Question
8.		General	When did the state convert to the new electronic filing system? Conversion began in 2014 and remains on-going. Which e-filing system/technology does the court currently use? Tyler Technologies' Odyssey system with File & Serve
9.		General	Did the state work with a vendor to facilitate/oversee the electronic filing system conversion? If so, which vendor? Yes; Tyler Technologies
10.	7	Proposal Content and Organization	Beyond the items requested: "bid form, company overview, or licensing, certification, and permits as required in the Scope of Work" Is the State expecting to receive a narrative response to the Scope of Work or a work plan? Yes

MTG Management Consultants LLC

1. Section 2.0 (Scope of work) of the RFP includes "All work is to be performed at the Judicial Technology Center, 24 Weybosset Street, Providence, Rhode Island 02903, and other court locations as required. All work must be completed during normal business hours (8:30 AM to 4:00 PM), Monday through Friday." In our experience with e-filing consulting projects in other states, we have been successful providing these services through a combination of on-site work, including in-person meetings, data collection and presentations; and remote work, including web conference meetings analysis/assessment, and deliverable development. Does this RFP preclude all remote work?

No; remote work is acceptable.

2. The scope of work includes assessing current processing and identifying areas of improvement, including "Prioritizing solutions and options for future implementation". Does the scope of work include recommendations regarding the use of technology solutions and standards?

Yes

3. Section 4.0 (Proposal Content and Organization) includes "The Bid Form must specify the amount of the percentage (%) over the Vendor's cost of materials (cost of materials + percentage markup = AOSC cost) that will be extended to the AOSC.". Where should that information be provided on the Bid Form? Also, we understand this RFP to be for consulting services only which generally do not include materials. If the cost of materials is negligible, should we indicate 100% on the bid form?

The information may be attached to the Bid Form. If the cost of materials is negligible, that fact should be indicated in your response.

