

**Responses to Vendor Questions Related to  
Supreme Court of Alabama RFP SCA-RFP-2020-01 Alabama Appellate Court Case Management System**

**Question 1**

I have downloaded this RFP from <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService;jsessionid=0000hGRLmE4pCCuSmPSDkIAI-tp:19bq2iq9g> and couldn't find complete package of RFP documents like scope of work and other requirements.

Please can you share the link this RFP documents.

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I am interested in reviewing the "Request for Peoposals for Case Management System". I am able to see three pages

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I am trying to find the documents for the mentioned RFP. When I go to the link I am receiving a website error. Can you please send me the documents for this RFP?

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I'm reaching out to you today to inquire about the additional documentation for the RFP listed in the subject line. Can I obtain this information from you or do I need to get it from somewhere else?

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Could you please send me the Request for Proposal for a Case Management System, RFP # 047 20000000001, and any related documents?

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Please provide the RFP document for Request for Proposals for Case Management System (RFP No. 047 20000000001).

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I tried the Public Access link at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService> to access the document and there are no Solicitations under the Solicitations tab.

Please provide a link to review the RFP document.

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We received a notification on Friday, June 5th regarding the subject RFP, but was unable to locate the actual RFP document in the 'Attachments' section after logging into the STAARS portal. The only document on the site is the attached.

Please advise when the document will be posted for vendors access.

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The 3-page Attachment (Final\_RFP\_047\_20000000001\_1\_SO\_FORM\_PDF.PDF) does not include SOW or response instructions. When will the State release the full RFP?

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Is the 3 page document posted the only RFP documents available? Does the State intend to publish further requirements for proposals?

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**Answer**

The Request for Proposal was published on the Supreme Court of Alabama's website on May 29, 2020. See [https://judicial.alabama.gov/announcement/Requests\\_And\\_Invitations](https://judicial.alabama.gov/announcement/Requests_And_Invitations). All updates, questions and answers and any other pertinent information will continue to be posted on that site.

The State's STAARS Vendor Self Service website at <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService> also has some information regarding the Request for Proposal, including the RFP document. However, for the most up-to-date information, please refer to the Supreme Court's website.

**Important note: Pursuant to Section 2.4 of the RFP, any questions or other communications regarding the RFP must be submitted in writing to this email address: [RFP@alappeals.gov](mailto:RFP@alappeals.gov)**

**Question 2**

## Question 2

What solution is currently used for case management?

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### Answer

Discussion of the current case-management system will be take place at the Mandatory Pre-Evaluation Vendor Meeting.

## Question 3

Due to the COVID-19 pandemic, would the SCA please consider allowing vendors to attend the Mandatory Pre-Evaluation Meeting via teleconference or web conference? (section 2.2 of the RFP)

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...would be more than happy to participate in the same if the situations were normal. Unfortunately , due to the COVID - 19 crisis, we are unable to and would like to know if we can attend this meeting via a telephonic conference.

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We would like to find out if there is an option to attend the mandatory pre-evaluation meeting via conference call.

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### Answer

Please refer to Section 2.2, Mandatory Pre-Evaluation Vendor Meeting

## Question 4

Could the SCA please provide the requirements document (Appendix II) in Excel format? (starting on page 89 of the RFP)

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### Answer

Please see the Supreme Court's website at [https://judicial.alabama.gov/announcement/Requests\\_And\\_Invitations](https://judicial.alabama.gov/announcement/Requests_And_Invitations).

## Question 5

Will you be demonstrating the current application during the meeting in July?

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### Answer

Yes.

## Question 6

Will technical questions be taken and answered during the meeting?

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## Question 6

### Answer

Section 2.4 (Submitting Questions) describes the process for submitting questions and receiving written answers.

During the Mandatory Pre-Evaluation Vendor Meeting described in Section 2.2 (Mandatory Pre-Evaluation Vendor Meeting), ad hoc questions and answers may, at the SCA's sole judgment, be presented and discussed.

## Question 7

Would you like a scanned pdf of Attachment N via email or is it appropriate to mail the document?

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### Answer

Either a scanned PDF of the completed Attachment N sent to [rfp@alappeals.gov](mailto:rfp@alappeals.gov) or a hard copy delivered to the Issuing Officer as described in Section 1.4 (Issuing Officer) is acceptable. Vendors are encouraged to use a verifiable method of delivery if hard copy submission is the method chosen.

## Question 8

...we do have some questions about the operations for the anticipated meeting.

If you would not mind, can you please provide answers to the questions below so that I may pass them on to our committee?

- Will the number of attendees be limited? (for example, only one to two representative(s) per vendor)
  - Will the 6-foot distancing be enforced?
  - Will masks be required?
  - Will temperatures be taken upon entry?
  - What is the anticipated length of the conference?
  - Is there additional information that you'd like to provide in relation to COVID-19 procedures that we have not inquired about? If so, please share.
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### Answer

Please refer to Section 2.2, Mandatory Pre-Evaluation Vendor Meeting, for details regarding Vendor attendance at the Meeting.

Information regarding COVID-19 and the Judicial System, in particular the Heflin-Torbert Judicial Building, is available at [https://judicial.alabama.gov/Announcement/COVID\\_19](https://judicial.alabama.gov/Announcement/COVID_19)

Visitor Guidelines are located at [https://judicial.alabama.gov/docs/VISITOR\\_GUIDELINES\\_FOR\\_THE\\_HTJB.pdf](https://judicial.alabama.gov/docs/VISITOR_GUIDELINES_FOR_THE_HTJB.pdf)

As stated in Section 1.3, the Meeting is scheduled to begin at 10:00am CT. The duration of the Meeting may depend on the nature, number and complexity of the questions addressed. If necessary, a lunch break will be taken into account, but, regardless, the Meeting should conclude by 2:00pm CT.

## Question 9

### Question 9

Will the NDA agreement be signed at the meeting itself?

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#### Answer

Vendors who have submitted their Intent to Attend Pre-Evaluation Meeting Notification will be required to sign Attachment B. Nondisclosure Agreement at the Meeting. A Notary will be available.

Vendors will be provided with a version of the NDA that will be able to accommodate Vendor-specific information, e.g., Vendor's Legal Name and Address.

### Question 10

I would like the following questions addressed at the pre-evaluation meeting...

- 1) Legacy data format, if an RDBMS is being utilized, what product/version is being used. Example: MS SQL Server 2000, or Oracle v10, etc.
- 2) How many tables in the legacy system? If available a Data Definition document would be nice.
- 3) What does the legacy system use for Document Management?
- 4) How many documents (count/total file size) are in the legacy system?
- 5) How many reports are currently in the legacy system?
  - a. how many are still used?
  - b. Is there a tool used for reporting?
- 6) Can we get screen shots of the current system?
- 7) Will the awarded vendor access to source code?

This may be for the written questions due after the meeting.

- 8) Is there a minimum Company size requirement for the responding vendor? i.e. X number of employees, at least \$X in annual revenue.
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#### Answer

Questions 1-7 will be discussed at the Mandatory Pre-Evaluation Meeting.

RFP Section 2.5 Vendor Financial Information and Section 4.1 Software Development and Implementation Experience address Vendor financial and other resources.

### Question 11

Vendor would like to bring additional attendees to the Pre-Evaluation Vendor Meeting

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## Question 11

### Answer

We have received multiple requests to add attendees to this coming Friday's Pre-Evaluation Vendor Meeting.

As stated in RFP Section 1.3 Deadlines and Schedule of Events, 24 June 2020 was the Deadline for Submittal of Intent to Attend the Vendor Meeting.

As stated on Attachment N. itself, "This sheet must be received at least five (5) business days in advance of the conference." Five business days in advance of the Meeting would have been 2 July 2020.

As stated in the email (Subject: Mandatory Pre-Evaluation Vendor Meeting for Supreme Court of Alabama RFP SCA-RFP-2020-01) sent on 2 July 2020 to all Vendors who had submitted their Attachment N. Intent to Attend Pre-Evaluation Vendor Meeting Notification:

It is permissible to send fewer Representatives than those indicated on Attachment N. However, the total number of Representatives from your organization must not exceed the total number of those already submitted on Attachment N.

Any request submitted after 2 July 2020 for additional net attendees per Vendor is denied.

Consistent with the 2 July 2020 email, if you have submitted additional names on Attachment N., we must have clarification by 4:00pm Central Time on 8 July 2020 of who will be representing your organization, using the original number of attendees.

If you have not submitted any additional names since 2 July 2020, no additional information or action is required.

## Question 12

Would the SCA please consider extending the deadline for proposals by two weeks? {vendor name removed} is very interested in this opportunity and would appreciate the extra time so we can make sure our response meets all of the SCA's needs.

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### Answer

No. Please refer to Section 1.2 RFP Responses and Section 1.3 Deadline and Schedule of Events.

## Question 13

Would the SCA please provide to bidders the screenshots of the desired future state CMS mock up that were displayed at the pre-evaluation vendor meeting?

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### Answer

The Mock Screenshots will not be made available at this point in the RFP process.

## Question 14

## Question 14

{Vendor} seeks clarification of the meaning of SCA ownership of deliverables as set forth in 6.10.

6.10 appears to require that sole ownership in the source code and all deliverables will be in SCA. On the other hand, 5.3, which sets out the scoring of responses to the RFP, awards up to 100 points based upon the vendors “warranty, licensing, ownership and maintenance” response.

Is it the intent of SCA that the source code and deliverables are solely for use of SCA, i.e. a proprietary system which vendors have no ownership in or right to use or sell to other customers or is 6.10 simply a factor to be considered in scoring and awarding points based on a vendor response

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## Answer

The SCA desires ownership of the deliverables and reserves the right to deem as nonresponsive a proposal that does not comply with the provisions of 6.10 concerning ownership of deliverables not considered preexisting works or that does not provide a solution concerning ownership of deliverables. Section 4.14 requires the prospective Vendor, among other things, to “clearly identify the nature of the ‘ownership’ of the proposed solution (in part or in whole, as necessary).” To the extent that the SCA deems that a proposal provides ownership of the deliverables; that the proposal is responsive to Section 6.10, Section 4.14, and other provisions of the RFP pertinent to “Warranty, Licensing, Ownership, and Maintenance”; and that the content of the response is acceptable, the SCA, in its evaluation process, intends to allot up to 100 points to a vendor for the aforementioned criteria.