

**Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102**

**Request for Proposal
Financial and Implementation Services
Enterprise Financial System**

Addendum A.

February 23, 2001

This addendum modifies the Request for Proposal for the Financial and Implementation Services, Enterprise Financial System. The addendum is dated February 23, 2001.

The addendum provides the following changes:

- Provides clarification on the validation of software process described on pages 6 and 7 of the original RFP
- Further describes Phase II of the project – Software Implementation
- Provides additional information on the ASP requirements described in section 2-26 Application Service Provider Arrangement on pages 25 and 26 of the original RFP
- Clarifies the requirements of the software vendor verses its partner(s)
- Identifies internet location for updated project information

A. Clarification of Software Validation Process

The AOC intends to validate the selected software at the AOC before rolling out to the trial courts. The AOC will install the selected software on a temporary basis at its San Francisco office to configure, test, and finalize standard templates. The AOC will have a maximum of 25 users during the validation process. Trial court staff, in addition to AOC staff from its Budget, Accounting, Procurement, Grants, and IS units will be involved in the software validation process.

It is the intention of the AOC to prepare the software for rollout to the courts by simulating a trial court environment and requirements. Once thoroughly tested, the base configured software, standard reports, etc. will be offered to trial courts via the master license agreements established by this RFP.

It should be noted that the validation process for this RFP is not related in any way to the certification process that the AOC is currently conducting with case management system (CMS) vendors and the Small Courts CMS project.

B. Phase II – Software Implementation

This RFP does not describe in detail Phase II, which is the actual software implementation in the trial courts. It should be noted again that this RFP (Phase I) only includes software validation at the AOC, master license agreements on behalf of the trial courts, and the possible use of an Application Service Provider (ASP) for future implementation phases.

The AOC intends to offer the base configured software to all courts as an alternative to county provided systems or their existing systems. The AOC will determine each court's interest in the system, each court's technical and financial capability, identify standard requirements for each technical deployment model (courts running system independently, courts serving as hubs for other courts, courts accessing software via an ASP), and classify each trial court accordingly. Once this classification is done, the AOC will determine the rollout strategy and estimate timelines for Phase II. The AOC anticipates that this classification process will be completed in the next six to eight months.

C. Additional Information Regarding ASP Requirements

Due to diverse court staffing sizes, locations, and experience with financial systems, the AOC would like to provide as an alternative, the use of an experienced ASP to provide all of the IT infrastructure and support services necessary to deliver the software to the trial courts. Although these services would not be necessary until Phase II (Software Implementation), the AOC would like to determine if the software vendor is capable of providing these services or can partner with another vendor to provide these services in the manner described.

It should be noted that the AOC's definition of an ASP is a modification to the industry standard definition. The AOC or trial courts will own the software licenses and use the ASP in a service bureau arrangement to deliver and support the software. The AOC intends for the ASP to provide the full range of managed services including application management, system administration, network administration, end-to-end support, and help desk functionality. In addition to the Data Center requirements listed on page 26 of the original RFP, the AOC desires the ownership of the data, as well as the rights to copy and/or move it. The Data Center arrangement should be scalable to handle growth due to the expected continued rollout of the system to the applicable trial courts (8-10 courts, every 8 months, as desired). The AOC will initially focus the use of an ASP/service bureau on the smaller courts in the state (less

than 10 anticipated users/court), but intends to eventually offer the ASP/service bureau option to all interested trial courts.

D. Requirements of the Software vendor and partner(s)

The AOC may choose to sign joint or separate licensing and implementation services agreements (i.e. one license and one implementation contract) for the verification process. If a software vendor partners with an implementation firm when responding to the RFP, the software firm will be considered the primary bidder and engagement manager. Thus, if the AOC is not satisfied with the implementation firm proposed, it reserves the right to ask the software vendor to propose a different implementation partner at any time during the process. All firms submitting proposals, by virtue of doing so, are recognizing that the AOC retains this option.

E. Additional Project Information

The AOC has developed a web site for the project at <http://www2.courtinfo.ca.gov/tcfsrfp/> Additional information will be posted (Wednesdays and Fridays) on the site including an updated vendor list, project addendum, responses to vendor questions, etc. It is the responsibility of all potential vendors to check this information regarding the project status and any updates.