

Enclosure E.1- Vendor Questions Form

Questions							
Query #	Topic Context:	General /Other	MSA	Pricing/ Fee Exhibit	Fee Reductions Exhibit	Contract Relationship Management Exhibit	Deployment Services SOW
Query #14	Please place an X in the appropriate box or boxes						X
	Document Name:	Deployment Services Statement of Work					
	Page:	7					
	Section Name & No.:	2.4.5 - Data Conversion and Document Scanning Services					
	Vendor Question:	The RFP does not include a requirement for the application of a legal taxonomy which will dramatically enhance the search and document retrieval process. Given the need to retrieve all the relevant documents in a single search, does the court expect a legal taxonomy be applied across the database through this deployment or at a later date?					
	AOC Answer:	Legal taxonomy is not a requirement of the RFP. Search component development is outside the scope of this deployment RFP.					
Query #15	Please place an X in the appropriate box or boxes						X
	Document Name:	Deployment Services Statement of Work					
	Page:	8					
	Section Name & No.:	2.4.5 - Data Conversion and Document Scanning Services					
	Vendor Question:	The RFP requires the creation of a comprehensive data conversion test plan for each source of data. How many sources of data will be included in the conversion process and will samples for conversion from the analog format to digital be provided?					
	AOC Answer:	A list of the known legacy data bases is included in Appendix A2. There may also be data related to collections and/or fees and fines from other legacy systems spreadsheets or databases.					

Query #16	Topic Context: Please place an X in the appropriate box or boxes	General /Other	MSA	Pricing/ Fee Exhibit	Fee Reductions Exhibit	Contract Relationship Management Exhibit	Deployment Services SOW
				Ss			X
	Document Name:	Deployment Services Statement of Work					
	Page:	7					
	Section Name & No.:	2.4.5 - Data Conversion and Document Scanning Services					
	Vendor Question:	The RFP requires the creation of a comprehensive data conversion test plan for each source of data. Will the meta data creation be directed by the AOC or will it fall to the Vendor?					
AOC Answer:	Target CCMS data schemas will be provided by the AOC for court case data that will be converted from legacy application and databases. It is not anticipated that meta data will need to be developed as part of conversion or scanning processes.						
Query #17	Topic Context: Please place an X in the appropriate box or boxes	General /Other	MSA	Pricing/ Fee Exhibit	Fee Reductions Exhibit	Contract Relationship Management Exhibit	Deployment Services SOW
							X
	Document Name:	Deployment Services Statement of Work					
	Page:	8					
	Section Name & No.:	2.4.5 - Data Conversion and Document Scanning Services					
	Vendor Question:	The RFP requires the creation of a comprehensive data conversion test plan for each source of data. Will the meta data be consistent for each document type?					
AOC Answer:	See response to question 16.						

Query #	Topic Context: Please place an X in the appropriate box or boxes	General /Other	MSA	Pricing/ Fee Exhibit	Fee Reductions Exhibit	Contract Relationship Management Exhibit	Deployment Services SOW
		Query #18					
Document Name:	Deployment Services Statement of Work						
Page:	8						
Section Name & No.:	2.4.5 - Data Conversion and Document Scanning Services						
Vendor Question:	The RFP requires data conversion testing be performed using the Vendor's validation process to identify errors and exceptions and provide the AOC with the testing results. What is the required level of optical character recognition (OCR) for the documents to be converted from analog to digital format?						
AOC Answer:	OCR is not required. Documents will be stored in PDF or similar format.						
Query #19							X
	Document Name:	Deployment Services Statement of Work					
	Page:	8					
	Section Name & No.:	2.4.5 - Data Conversion and Document Scanning Services					
	Vendor Question:	The RFP requires the Vendor to scan all documents. Will the document scanning be performed on-site at a Court location or at the Vendor's digital conversion facility? Will the answer to this question apply to both the testing phase and after the award?					
	AOC Answer:	The AOC may allow case files to be scanned in the continental US, but the Courts will not allow case files for <u>active</u> cases out of the Court's possession because they are accessed frequently, so they will need to be scanned onsite. Case files for most inactive cases will probably not be converted, so they won't go offsite either. There may be some inactive cases that go into V4 that could go offsite if the branch, but that has yet to be determined.					

Query #	Topic Context: Please place an X in the appropriate box or boxes	General /Other	MSA	Pricing/ Fee Exhibit	Fee Reductions Exhibit	Contract Relationship Management Exhibit	Deployment Services SOW
		Query #20					
Document Name:	Deployment Statement of Services						
Page:	8						
Section Name & No.:	2.4.5 - Data Conversion and Document Scanning Services						
Vendor Question:	The RFP requires document scanning be performed by the Vendor. How many pages of documents have been identified for analog to digital conversion?						
AOC Answer:	The number of pages is unknown at this time. Vendors have been asked to provide unit pricing per 1,000 pages						
Query #21							X
	Document Name:	Deployment Statement of Services					
	Page:	12					
	Section Name & No.:	2.4.10 Training Services					
	Vendor Question:	Will the training delivery method (on location, via the telephone or via the web) be at the discretion of the respective court?					
	AOC Answer:	The AOC has asked the vendor to provide their recommended approach to training.					

Query #	Topic Context: Please place an X in the appropriate box or boxes	General /Other	MSA	Pricing/ Fee Exhibit	Fee Reductions Exhibit	Contract Relationship Management Exhibit	Deployment Services SOW
		X					
Query #22	Document Name:	Enclosure A – RFP Response Template					
	Page:	3					
	Section Name & No.:	Details of Services Contracts – 2.1.11					
	Vendor Question:	Should the question read, “If the responses to Criteria 2.1.5 and 2.1.6 are both Yes, provide details and brief description of all three contracts that meet the requirement in the format of the table below.:					
	AOC Answer:	Yes.					
Query #23	Topic Context: Please place an X in the appropriate box or boxes	General /Other	MSA	Pricing/ Fee Exhibit	Fee Reductions Exhibit	Contract Relationship Management Exhibit	Deployment Services SOW
		X					
	Document Name:	Exhibit A – Deployment Services Statement of Work					
	Page:	6					
	Section Name & No.:	Infrastructure Assessment and Implementation Services – 2.4.2					
	Vendor Question:	Item Number 10 in Table 5 is currently denoted as a Vendor responsibility. Please confirm if this is correct, as it seems it should be a responsibility of the AOC.					
	AOC Answer:	See response to question #5 in the first set of responses posted on the website.					