# ADMINISTRATIVE OFFICE OF THE COURTS

# QUESTIONS AND ANSWERS

# RFI No. ISD-2010DMS-RB

# Document Management and Capture Solutions,

## August 23, 2010

1.      If a Request For Proposal (RFP) is released for this effort, what is the approximate timeframe that it could possibly be released?  (i.e. 90 days, 6 months, 1 year, 5 years, etc…)

Answer:      If an RFP is issued, our intent is to issue it by mid to end of October 2010.

2.      If the AOC moves forward with a procurement, what source(s) of funding would be used?  (i.e. federal grants, state budget, etc…)

Answer      If the AOC moves forward with a procurement, we would plan to develop a business case and we would use the annual state budgeting process to fund the Document Management System (DMS) effort.

3.      Are there any DMS solutions currently in place within the trial courts, or will this be a completely new endeavor?

Answer      Approximately 50% of the trial courts in California have implemented DMS solutions. This will be an effort to standardize the DMS technology for the branch.

4.      Has the pilot trial court mentioned on page 2 section I been identified yet?

Answer      If an RFP is issued, the pilot trial court would be Santa Clara Superior court.

5.      Is there a requirement that a solicitation be as a result of "Invitation" only?

Answer      At this time, this is a Request for Information (RFI); not a solicitation.  The RFI is open to all firms.  Also, if the AOC conducts an RFP, a response to this RFI is not a pre-requisite to submit a proposal in response to the RFP.

6.      I am currently a vendor for several Courts in California for DMS.  Is the RFI intending to replace the existing DMS systems in use or is the AOC planning to "standardize" all the courts to a common system?

Answer      The intent of the RFI is to gather information to provide input towards the development of a DMS business case for the AOC.  The information received will be the basis for the RFP when it is issued.

*[End of Questions and Answers]*