Judicial Information System Committee Meeting February 22, 2013

DECISION POINT – Appellate Enterprise Content Management System Increase Project Budget Allocation

MOTION:

- I move to adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to increase the budget allocation to acquire and implement an Appellate Enterprise Content Management System to an amount not to exceed $1.5 million.

I. BACKGROUND

The Washington appellate courts currently have no common electronic document management system. The Supreme Court uses a paper-based system, and each division of the Court of Appeals uses its own system. The appellate courts require a statewide enterprise content management system that provides robust document management, allows for the creation of user configurable business workflows, and provides integration with other business tools such as Microsoft Outlook.

In 2011, the JISC approved the purchase of an Electronic Document Management System (later renamed Enterprise Content Management System, ECMS) for the Court of Appeals and the Supreme Court, with an estimated cost of $980,000. The system's requirements were refined, and in June, 2012, the JISC approved an integrated enterprise content management system that would provide document management, business workflow, and include the functionality of the Appellate Courts Records and Data System (ACORDS). With the information available at that time, it was believed that an integrated system could be acquired within the previously approved allocation.

In November, 2012, AOC released a request for proposals (RFP) for an appellate ECMS. This RFP had a cost cap of $850,000. Two vendors responded to the RFP, and neither response met the minimum qualifications. AOC and the Appellate Courts held a debriefing with nine vendors who indicated intent to propose. Their findings included the following:

- The cost cap was not sufficient to accomplish the requirements.
- Some requirements specifically related to calendaring and financial processing were unclear.

As a result, the project Executive Steering Committee removed the cost cap, refined and clarified the RFP requirements, and released a second RFP on January 29, 2013. Proposals are due back on March 6, 2013.

II. DISCUSSION

At the time the project scope was changed to acquire a COTS application that includes ACORDS functionality, it was believed that the project could be completed within the existing budget allocation. In developing the RFP, more detailed business requirements were developed. Two vendors have indicated to AOC and the Appellate Courts that the value of the RFP is in the $1.3 - $1.4 million dollar range.

On January 17, 2013, the Appellate Enterprise Content Management System Executive Steering Committee voted unanimously to seek a funding allocation from the JISC not to exceed $1.5 million.

PROPOSAL

The Appellate Courts Enterprise Content Management Executive Steering Committee is asking that the allocation be raised to an amount not to exceed $1.5 million dollars which would cover contractual costs and provide a contingency for unforeseen project costs.

OUTCOME IF NOT PASSED –

If the JISC does not authorize proceeding with a standalone ECMS with ACORDS functionality, the project Executive Steering Committee will need to determine if and how to reduce the scope of the project and decide the cost/benefit of proceeding.