



**ADMINISTRATIVE OFFICE OF THE COURTS
INFORMATION DIVISION**

ADVERTISEMENT/PUBLIC NOTIFICATION

**SUPERIOR COURT CASE MANAGEMENT SYSTEM
PRE-RELEASE RFP CONFERENCE**

Notice of Intent - Amendment

The Washington State Administrative Office of the Courts (AOC), Information Services Division (ISD) intends to publish the Request for Proposals (RFP) for the Superior Court Case Management System (SC-CMS) in June 2012.

OBJECTIVES

The purpose of this request for proposal (RFP) is to obtain the software, hardware, and services to implement and operate the Superior Court Case Management System (SC-CMS) for all Superior Courts in the State of Washington. The resulting system will meet all the objectives of the SC-CMS presented in Washington State Administrative Office of the Courts (AOC) Superior Court Management Feasibility Study (v. 1.4) and support the superior court operations of the county clerks, superior court administrators, and superior court judges. The Superior Court Management Feasibility Study is available at <http://www.courts.wa.gov/jis/?fa=jis.display&theFile=scmfs/index>.

The RFP is intended to procure post implementation support services as well. In addition, the AOC is seeking to obtain proposals to extend the licenses provided to:

- Support court functions beyond the scope of the Feasibility Study.
- Support the operations of Washington courts of limited jurisdiction.

AOC provides a range of technology services that support the Washington court customers' automation, operations, and information needs. The Washington courts are non-unified (i.e., each court has independence in managing its own operation). Although AOC has provided a central Judicial Information System (JIS) to the courts, most of those applications are between 20 to 30 years old and require modernization to meet the needs of the courts of today. As a result, AOC is currently transforming the service delivery model for the JIS and will be implementing data integration services to support the new model.

BACKGROUND

AOC's ISD is currently transforming from being an internal software development shop to being a system integrator through the use of a portfolio of commercial off-the-shelf (COTS) based applications and will require the data in those COTS applications to be integrated with the existing JIS data. The various court levels and court jurisdictions across the state are not mandated to use the state system, and integration efforts will also need to encompass any locally owned case management applications.

PRE-RELEASE RFP CONFERENCE

AOC will hold a Pre-Release RFP Vendor Conference in Seattle, WA on **May 31, 2012** from **9 AM – 12 Noon (PDT)**. The conference will be held at AOC's Sea-Tac facilities at the address provided below.

Administrative Office of the Courts
Sea-Tac Office Center, South Tower
18000 International Blvd., Suite 1106
Sea-Tac, WA 98188-4251

Attendance at this conference is not mandatory. *Vendors unable to attend this optional Pre-Release RFP Conference are still eligible to submit proposals to the pending RFP.*

TELECONFERENCE OPTION

Vendors unable to attend the Pre-Release RFP Vendor Conference in person may attend by calling **(866) 244-8528**. When dialing into the conference, please follow the instruction and enter Passcode **403211 #** when prompted.

This conference line is limited to the first 100 callers. Those who try to call in to this conference line after the caller count has reached this capacity will be unable to participant. To avoid reaching caller capacity for this line, Vendors interested in attending must follow the directions provided below under "Registration". This requirement applies to all Vendors whether attending via teleconference or in person.

PARKING/CHECK-IN

All Vendors attending **in person** *must* park behind the building. AOC is *not* liable for towing expenses incurred by any Vendor attending this conference.

REGISTRATION

Due capacity limitations for both the conference room and conference line, Vendors interested in attending the optional Pre-Release RFP Conference **in person** are limited to three (3) individual attendees. Vendors attending **via teleconference** are strongly encouraged gather their staff in a single remote location. Alternately, Vendors can consolidate their remote attendees into a single line at the Vendor end before dialing into the teleconference number.

Vendors are required to register all attendees for this conference in advance. Registrations should be submitted no later than **May 29, 9 AM (PDT)** to the RFP Coordinator listed below.

- Name and address of Vendor
- Name of person or persons attending on behalf of Vendor with individual contact information (phone number and email address)

ATTENDEE SIGN-IN SHEET

The RFP Coordinator, Cheryl Mills, will open the conference room no earlier than **8:45 AM**. All Vendors must sign in upon entering the conference room. To facilitate partnering in preparing a proposal for the pending RFP, the attendee sign in sheet will be published following the conference. It will be published at www.courts.wa.gov/procure.

RFP COORDINATOR

The RFP Coordinator is the sole point of contact in AOC for this procurement. As AOC and its stakeholders complete development of the RFP, all communications between Vendors and AOC shall occur *only* with the RFP Coordinator.

Cheryl Mills, RFP Coordinator

Phone: (360) 704-5505 Fax: (360) 956-5700 E-Mail: cheryl.mills@courts.wa.gov

Following the RFP publication, all proposals shall be addressed to the RFP Coordinator in the following manner:

If using U.S. Postal Service:

Administrative Office of the Courts
 Information Services Division
 Attn: Cheryl Mills
 P.O. Box 41170
 Olympia, Washington 98504-1170

If using UPS, FedEx, etc.

Administrative Office of the Courts
 Information Services Division
 Attn: Cheryl Mills
 1206 Quince Street Southeast, Building 2
 Olympia, Washington 98504-1170

Vendors may use fax and/or e-mail for any communication related to this RFP, **except** for a formal response (Vendor Proposal) to this RFP and protest, if any. Vendors may not send proposals or protests by fax or e-mail communication.

COMMUNICATIONS

All communications concerning this acquisition must be directed to the RFP coordinator. Unauthorized contact regarding the RFP with other state employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the AOC. Vendors shall rely only on written statements issued by the RFP coordinator.

Solicitation to AOC or court employees is prohibited in any form.