Judicial Information System Committee Meeting September 6, 2013

DECISION POINT – Appellate Court Enterprise Content Management System - Contract Execution

MOTION:

I move to adopt the Appellate Court ECMS Project Executive Steering Committee recommendation to execute a contract with ImageSoft Inc. to acquire and implement an Appellate Court Enterprise Content Management System.

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. The project Executive Steering Committee removed the cost cap, refined and clarified the RFP requirements, and released a second RFP on January 29, 2013.

On February 22, 2013, the JISC approved an increase in the project funding allocation to $1.5 million dollars to cover contractual costs and unforeseen project costs.

The Executive Steering Committee received four vendor proposals on March 6, 2013. Two proposals met initial screening criteria. On April 10-11 2013, the project held demonstrations with one of the vendors.

On April 17, 2013, the Appellate Court Enterprise Content Management System Project Executive Steering Committee voted unanimously to recommend that the JISC approve the selection of ImageSoft Inc. as the Apparent Successful Vendor.

On April 26, 2013, the JISC approved the selection of ImageSoft Inc. as the Apparent Successful Vendor.

II. DISCUSSION

On August 20, 2013, the Appellate Court Enterprise Content Management System Project Executive Steering Committee voted to recommend that the JISC approve the execution of a contract with ImageSoft Inc. to implement an enterprise content management system for all Washington state appellate courts.

The following table depicts project milestones and associated costs:

Project Milestone	Cost
Software (with discounts)	$483,100
Sales Tax on Software	$42,513
Project Management	$171,600
Analysis and Design	$129,360
Solution Configuration	$240,900
Report Development	$13,200
Testing, Documentation, and Quality Assurance	$225,450
Document Conversion	$79,200
Solution Deployment	$50,160
Knowledge Transfer	$26,400
Production Support	$36,765
Total	**$1,498,648**

Assuming a September 6, 2013 contract execution date, the initial, high-level project schedule has a completion date of May 30, 2015.

Appellate ECMS Steering Committee Recommendation

The Appellate Enterprise Content Management System Project Executive Steering Committee recommends to the Judicial Information System Committee that the Administrative Office of the Courts (AOC) should execute a contract with ImageSoft Inc. for the implementation of a Washington state appellate court enterprise content management system.

OUTCOME IF NOT PASSED –

AOC and the Project Executive Steering Committee will have to reassess their strategy for procuring a complete commercial off-the-shelf appellate court system and develop a new project approach. This may cause a significant delay in getting a new system implemented.