

# The Supreme Court of Ohio

Addendum No. 2: Request for Proposal # 2018-07

## **Replacement Case Management System for the Appellate Courts of Ohio**

Date of Issuance: November 15, 2017

**Revised** Response Date and Time: **November 30, 2017 4:00 p.m.**

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- 1. Since there will be a data conversion involved in this project, will we be given file layouts (data directory) including: data fields with names, field lengths, etc. so we know what information is contained within each file?**

Yes. The Supreme Court of Ohio will provide the data structures of existing data for conversions.

- 2. Can we have screen shots of the current files so we can see what information is currently provided and what we will need to add if required?**

In issuing this RFP, the Court is seeking to identify and select a common ACMS for the Ohio appellate courts currently using the SCO supported Appellate Case Management System. As a result, all potential vendors, based on their expertise, shall submit proposals that incorporate recommended best practices that will allow for the optimization of the overall ACMS Solution and ideal implementation of the product itself. Additional information in relation to the existing system, including files, will be shared following the initial evaluation to those selected as a finalist.

- 3. How many cases are in each category or case type per District Appellate Court?**

Annual caseload information can be found by accessing the *Ohio Courts Statistical Reports* near the bottom of this website:

<http://www.supremecourt.ohio.gov/JCS/casemng/statisticalReporting/default.asp>

- 4. Sample reports of current financial requirements and other case related information referenced in Appendix C. We assume that the new system will require at least the reports currently provided and desired by the Court.**

Since the current ACMS is not the system of record for the clerk there is no financial components or related reports to provide. With regard to other case related information, the proposed system should not simply be an update of the current system. The reports currently utilized are necessarily limited by the available information in ACMS. It is not unreasonable to assume the new CMS should provide more information than the current ACMS, and it should also be correct to assume that the new system should be able, at the very least, to run those reports that exist in the current system in addition to other reports that can be derived from the additional information / data in the new system. It may not be that the existing reports would necessarily be meaningless; they could provide the foundation upon which to develop additional reporting tools that hopefully the new CMS will provide.

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- 5. When mentioning additional components, what are you expecting in the new system besides e-filing, etc. that is mentioned in the RFP? We do not want overkill nor do we want items desired but unknown to us.**

The Court is not seeking to restrict the new solution to the existing ACMS. All potential vendors are encouraged to suggest any not-already-specified components that they believe would enhance the new system, including features that may not have been considered.

- 6. Could you give us examples or (sample reports) more regarding reporting between government finance and budget agencies and the court? I assume if you are currently reporting to these or agencies, they currently have established forms, reports or procedures to follow.**

Since the current ACMS is not the system of record for the clerk there is no financial components or related reports to provide. Anything relative to financial management should closely resemble, if not mirror, the arrangements currently in place with those CMS's already implemented in the clerks' offices throughout the 88 counties in the state.

- 7. Section 8.7 page 10 addresses Financial Management. Can you provide more information regarding "Case Financials and General Ledger Functionality"?**

Please see question 6.

- 8. 8.7.2 page 10 E-payments: Are you addressing e-filing payment or case related payments?**

Please see question 6.

- 9. I am assuming that if the Clerk of Courts is requested to transfer case information electronically or e-file to the Appellate Court, then the Clerk's vendor will need to provide an interface module to PUSH/SEND the data or document to the Appellate Court server as currently being done with OCN, BMV, BCI, etc. Will there be grant money available to cover the cost of writing and testing this Clerk's interface? As you know, many court IT will not open their firewalls for data transfers or access; therefore, the Clerk's vendor will need to write this interface and the Appellate Court vendor will not be granted access to the Clerk's network due to security issues.**

All potential vendors are encouraged to explain how their proposed system could implement this data transfer. Additional information in relation to the existing system, including files, will be shared following the initial evaluation to those selected as a finalist.