

**STATE OF GEORGIA
REQUEST FOR PROPOSAL NUMBER: [NUMBER]**

Issued on Behalf of

GEORGIA COURTS AUTOMATION COMMISSION

**ELECTRONIC COURT FILING INTEROPERABILITY
PILOT PROJECT**

PROPOSAL WILL OPEN AUGUST 1ST, 2000 AT 9:00 A.M.

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INTRODUCTION

1.1 Purpose

Proposals are solicited for an Electronic Court Filing Pilot Project (“Pilot”). The primary purposes of the Pilot are to show proof-of-concept of electronic court filing and to test interoperability among filing systems implemented in different Georgia courts using open, non-proprietary standards.

1.2 Responsible Organization and Issuing Officer

The organization responsible for this Request for Proposals is Georgia Courts Automation Commission (“GCAC”). All questions shall be addressed to the GCAC Issuing Officer named below:

Jerry Garland
Georgia Courts Automation Commission (GCAC)
Electronic Court Filing RFP Submission
244 Washington Street, Suite 550
Atlanta, Georgia 30334
garlandj@mail.doas.state.ga.us

1.3 Basic Guidelines For This Request For Proposals

The proposals shall be evaluated in accordance with the evaluation criteria set forth in this Request for Proposal (“RFP”). Award(s) shall be made to one or more offerors whose proposal is determined to be the most advantageous for the Courts, taking into account all of the evaluation factors set forth in this RFP. Proposals shall be evaluated separately based on a *technical proposal* and a *cost proposal*. No other factors or criteria shall be used in the evaluation. GCAC reserves the right to reject any and all proposals submitted in response to this request.

GCAC will match vendors with selected courts in Georgia. GCAC will select the appropriate courts. Vendors *should not* unilaterally solicit courts to participate in this pilot.

Vendors may partner with one or more vendors to complete proposals and the pilot. A Vendor may join in one or more partnerships. Vendors are responsible for selecting their partners, although GCAC may aid in developing partnerships.

All selected pilot participants must be willing to work together in a workgroup environment for purposes of this pilot.

1.4 Calendar of Events

Event	Date
Release of RFP	Thursday, June 1, 2000
Deadline for Written Questions	Thursday, June 15, 2000
Offerors Conference/Answers to Questions	Friday, June 30, 2000
Proposals Due	Monday, July 17, 2000
Evaluations Complete	Friday, July 28, 2000
Award	Tuesday, August 1, 2000
Offerors Begin Work: Phase I	Monday August 14 th , 2000
Phase II (approximate)	November 1 st , 2000

1.5 Term

The term of this effort will be approximately June 1, 2000 to January 12, 2001. Options to extend to follow through on initiatives presented may be negotiated.

BACKGROUND

2.1 GCAC Investigation of Electronic Court Filing

Georgia Courts Automation Commission's ("GCAC") mission is to encourage and coordinate automation in courts around the State of Georgia. In furtherance of this mission, GCAC began investigating electronic court filing in late 1997. Early in its investigation, GCAC identified approximately 25-30 barriers that stood in the way of implementing rational and efficient electronic court filing in Georgia courts. To overcome several of these barriers, GCAC identified three areas that it believes require standardization: (1) civil procedure and court rules (2) document format, and (3) signatures. In furtherance of its mission, GCAC's purpose in promoting this pilot is to provide Georgia courts and attorneys with proof-of-concept of electronic court filing and also to better understand the need for, and barriers to, developing court filing standards in Georgia.

2.2 Document Format Standards and Legal XML

Because most attorneys file documents in many courts and because courts transfer documents to other trial courts and to appellate courts, GCAC believes it is desirable to adopt a single document format as a standard for electronic filing. It would be inconvenient and expensive for parties involved in document exchange if every court were to use a different electronic document format. The question is what electronic document format should be adopted as a standard for electronic court filing in Georgia courts (i.e., Microsoft Word, Word Perfect, Adobe Portable Document Format, proprietary XML, standard XML, or something else).

In evaluating this question, it is important to note that traditional document formats, such as Microsoft Word, Word Perfect, and PDF suffer from being (1) proprietary and (2) "dumb". If courts were to mandate a proprietary document format, it would mean that all lawyers and all courts would be required to purchase and use the software associated with the document format (e.g., Microsoft Office or Corel Office). This is undesirable from an economic point of view, because it puts the courts in the position of mandating a monopoly. This is also undesirable from a political point of view, because it would require some courts and attorneys to change or add infrastructure (e.g., software, training, support), while other courts and attorneys would be able to retain existing infrastructure. It is, therefore, undesirable to permanently mandate the use of a proprietary document format and desirable to move toward an open, non-proprietary standard.

Most traditional document formats are "dumb" documents. That is, the document is a container for information, but the information cannot be extracted from the document. It is possible to create "smart" documents using an open standard called XML developed by the World Wide Web Consortium (<http://www.w3.org/>). XML documents contain fielded information that can be easily and automatically extracted by software. Automatic extraction eliminates manual data entry and provides the opportunity for automated information processing.

The barrier to creating XML for legal documents is defining a standard set of legal “fields” (properly called “elements” and colloquially called “tags”). For example, if several creative people were to independently create legal “tags” the result would be many incompatible tags for the same information. For example, <CourtFiling>, <COURT_FILING>, <filing>, are all different and incompatible tags in XML, but they convey the same or similar meaning to a legal mind.

Legal XML (<http://www.legalxml.org/>) is a non-profit organization comprised of volunteer members from private industry, non-profit organizations, government, and academia. The mission of Legal XML is to develop open, non-proprietary technical standards for legal documents and related applications. Legal XML is organized and hosted by Georgia State University E-CT-Filing Project, which is funded by GCAC. Among Legal XML’s several working groups, it has a working group devoted to creating XML standards for electronic court filings.

Legal XML is partnering with the Joint Technology Committee (“JTC”) of the Conference of State Court Administrators (“COSAC”) and National Association of Court Management (“NACM”) to develop a version one Court XML standard (“JTC/Legal XML Standard”). A proposed standard was published on March 22, 2000 and is ready for interoperability testing. The proposed standard does not describe a standard “document format,” but rather a standard means of filing either a binary document “BLOB”) or an XML document into a court for docketing. It is expected that this work will lead to future versions of Court XML documents.

GCAC intends to use the JTC/Legal XML Standard to file Adobe PDF documents. Because of its significant investment in the development, GCAC desires to make interoperability testing of this standard and integral part of this Pilot.

DESCRIPTION OF REQUIREMENTS

3.1 Objectives of The Procurement

The following specific objectives have been established to guide vendors in preparing answers:

- Phase I: Establish one or more end-to-end court filing systems to show proof-of-concept, test assumptions, develop business and court rules, determine costs and benefits, and develop a business case.
- Phase II: Test interoperability among attorneys and courts using different court filing systems and, more specifically, to test interoperability using the JTC/Legal XML Standard.

3.2 Deliverables

Overview

In this Pilot one or more selected vendors will install one or more end-to-end electronic court filing system(s). An end-to-end court filing system is a “proprietary” system (developed jointly by one or more vendors) that allows a group of attorneys to electronically file documents into a single court. For purposes of this pilot, a “proprietary” system may be a system developed in full or in part by a court.

Business Model

Attorney Filings

Based on responses to GCAC’s Request for Information, July 14, 1999, several vendors wish to act as intermediaries in the court filing process. When a vendor acts as an intermediary, the attorney first sends a court filing to the vendor and the vendor routes the document to the appropriate court. Under this model, some vendors indicate they will provide attorneys with value added services and some indicate they will charge the attorneys a filing fee. In addition, many vendors indicate they will provide a court filing interface, a document management system, other back-end integration services, or some combination of product and services to the court at no charge.

A minority of vendors indicate they will not act as an intermediary in the court filing process, but will simply provide the court with integration services which would include building an electronic court filing interface, a document management system, and an interface to a courts existing case management system. These vendors indicate they will charge the courts for services rendered but do not intend to charge attorneys a fee (and presumably would not offer attorneys value added services).

Not all vendors have the same business model. Variations of the above business models exist. Further, there are some courts that are building “homegrown” systems.

GCAC has no preference for any business model or variations thereof. Indeed, GCAC is interested in piloting various types of business models and will consider any model. The following are general criteria for both types of business models.

If the vendor acts as an intermediary, the responsibility to file on time remains with the attorney. The attorney and the vendor are at liberty to alter this rule by private contract.

If the vendor acts as an intermediary, the attorney may send the vendor a file in any format specified by, or appropriate to, the vendor. However, the vendor must file the document with the court in Adobe PDF format. Documents filed in the wrong format will be rejected. The responsibility to file in the proper format remains with the attorney. Again, however, the attorney and the vendor are at liberty to alter this rule by private contract.

If the vendor acts as an intermediary, the vendor, at its option, may charge the attorney any fee bearable by the market. However, **for purposes of the pilot only**, GCAC reserves the right to require reduced fees to obtain participation by attorneys or in case electronic filing traffic is extremely low.

GCAC will not contract to provide “exclusivity” into a single court. “Exclusivity” means the sole right of a vendor to electronic filing traffic into the courts in exchange for integrating the service for free. Indeed, exclusivity is contrary to objectives of the interoperability portion of the Pilot.

A single vendor may submit more than one proposal for more than one business model.

Citizen and Pro Se Filings

Regardless of the business model, vendors are required to provide free, but limited, access to filing systems to citizens (i.e., non-attorneys) and pro se litigants. If a vendor acts as an intermediary in the filing process and charges attorneys a fee for filing, the vendor may use reasonable means to restrict access to free services. For instance, the vendor might choose to install a free Intranet interface in a courthouse or might provide attorneys in legal aid offices in Georgia free access.

Network

Documents must be filed with the court via the Internet, except that vendors who act as intermediaries may choose alternative means for free access given to citizens and pro se litigants. Documents may be filed using Internet email, a web-based file-upload, or other Internet-based methods.

Hardware and Software Infrastructure

“Hardware and Software Infrastructure” means the underlying servers, operating systems, databases, email servers, and other basic information system requirements. Vendors should state the minimum and three-year growth hardware requirements for the proposed software. Hardware requirements should address, the small, medium, and large court

office, where small equals one to five users, medium equals ten to forty users, and large equals fifty to one hundred users.

Vendors may implement any hardware and software infrastructure, subject to the requirements of the court with which the vendor partners. See [Matching Vendors, Courts, and Attorneys](#), below.

Vendors may partner with other companies to integrate the hardware and software infrastructure. Vendors may also enter into co-hosting or co-location arrangement with the court.

Electronic Court Filing Interface

Vendors must provide attorneys with an electronic court filing interface. This interface may be a web-based interface, email interface, a client application, or a combination of all three. Regardless of method, the court-filing interface must transmit information via the Internet and must populate case and document management systems with appropriate case information.

Case Management System

Vendors or their partners must transfer information gathered from the electronic court-filing interface to a court case management system. Case management information should be retrievable, at least, in the same manner as it has always been retrievable, unless the partner court decides otherwise. The vendor may propose to enhance the case management systems ability to display and retrieve information. For instance, the vendor might provide web interface for querying and viewing case management information.

GCAC does not impose a requirement to use an existing case management system. However, individual courts may impose such a requirement.

Document Management System

Vendors or their partners must transfer documents gathered from the electronic court-filing interface to a document management system. Documents must be docketed electronically and an electronic docket must be available to parties via the Internet. Vendors may provide access control or other functionality and are encouraged to describe such functionality in their proposals.

Case management systems and document management systems may exist as separate systems. Most Georgia courts have existing case management systems. Some Georgia courts have existing document management systems. At present, such systems may or may not be integrated. Different courts will have different requirements with respect to how or whether to integrate case and document management systems.

Because case management systems differ in technology and complexity, GCAC understands that cost estimates may vary widely. GCAC will evaluate cost estimates for case management and document management system integration separately and will take into account that some courts may require more complex and costly solutions than others.

As stated, GCAC will facilitate a vendor-court partnership. While GCAC will aid in the evaluation process, vendors are expected to ascertain the requirements of their court partners.

Document Format

For the purposes of this pilot, Adobe Portable Document Format (PDF) is required as the document format to be filed into a court. It is preferred, but not required, that vendors be capable of providing training and customer support to attorneys in installing and using Adobe Reader and Adobe Writer. Vendors may charge a fee for such services.

If a vendor uses other document formats, such as Microsoft Word, Word Perfect, HTML, or proprietary forms of XML, then the vendor may continue to use these document formats for the use of lawyers. However, all electronic documents must be converted to PDF before arriving at the court.

Signatures

User name and password authentication should be used for this Pilot. Alternate means of authentication are acceptable, but must not interfere with interoperability and should not be overly complex.

Security

Generally, all information systems, both software and hardware, should meet industry standards for security. More specifically, vendors must use 40-bit Secure Sockets Layer (SSL) (or better) for transmission of all information over the Internet. Elaborate security is not required for the Pilot.

Redundancy and Disaster Recovery

Vendors should implement systems that meet industry standards for redundancy and disaster recovery.

Privacy

Vendors should implement systems that provide a reasonable amount of privacy for litigants. However, electronic dockets must be available to parties via the Internet. Vendors should provide GCAC with specific information regarding ways in which its system provides or limits access control to all court information.

Payment Method and Fees

Vendors must implement payment systems that use Internet-based credit card payments.

Vendors may charge additional filing fees, but may not alter current filing fees. Vendors may offer to collect court fees on behalf of the court or may provide systems that allow the court to collect its own fees.

Civil Procedure, Court Rules, Workflow

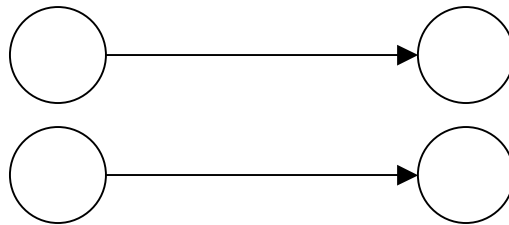
Vendors are not responsible for providing civil procedure or court rules, but may provide draft language if they desire. Vendors should make GCAC aware of any special rules required to implement their systems. Vendors should be aware of and comply with existing Georgia law.

Courtroom Equipment

Vendors are not responsible for installation and integration of courtroom equipment necessary for electronic court proceedings.

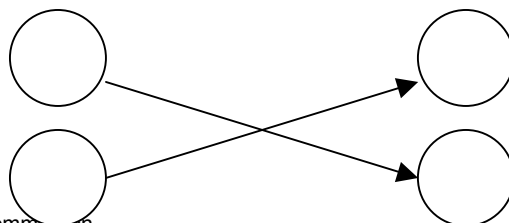
Interoperability and Legal XML Standard

It is expected that two or more sets of vendor-court partnerships will be formed for the purpose of this pilot. Each vendor-court partnership will be responsible initially for the installation of an end-to-end court filing system. The vendor-court partnership must use or must have an upgrade path to implement the JTC/Legal XML Court Filing proposed standard. The proposed standard can be found at <http://www.legalxml.org> and at <http://www.courtxml.org>.



In parallel with the installation of an end-to-end court filing system, vendors must work together in a workgroup environment to discuss installation and interoperability issues. Workgroup meetings will be focused on implementation issues involved in using the JTC/Legal XML standard. Vendors must be aware that the Legal XML standard is still immature. Interoperability will benefit from a collaborative installation effort. While vendors are not required to divulge proprietary solutions in this collaborative setting, they are expected to work together cooperatively.

During or after the installation of an end-to-end court filing system, vendors will be expected to send, and courts will be expected to accept, standard compliant filings from other pilot participants.



Vendors must commit to face-to-face meetings every four to six weeks until the pilot is complete. (The target completion date is no later than January 12, 2001.) Vendors must also commit to telephone conferences on an as needed basis. A mailing list used only for pilot purposes may be used. Vendors must also be willing to provide feedback on the standard to JTC and Legal XML during the development process.

At the completion of the pilot, GCAC will produce documentation explaining issue and lessons learned. Vendors are not expected to write this document, but they must be willing to contribute to it. The document will be given to Legal XML or published freely.

3.3 Matching Vendors, Courts, and Attorneys

GCAC will match vendors with selected courts in Georgia. GCAC will select the appropriate courts. Vendors *should not* unilaterally solicit courts to participate in this pilot.

Vendors may partner with one or more vendors to complete proposals and the pilot. A Vendor may join in one or more partnerships. Vendors are responsible for selecting other vendors as partners, although GCAC may aid in developing partnerships.

All selected pilot participants must be willing to work together in a workgroup environment for purposes of this pilot.

GCAC will liaise with courts and vendors in establishing contact with one or more partner courts up until the award date, August 1, 2000.

PROPOSAL SUBMISSION AND EVALUATION

4.1 Economy of Presentation

Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of offeror's capabilities to satisfy the requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis should be on proposals having completeness and clarity of content. To expedite the evaluation of proposals, it is essential that all offerors follow the format and instructions contained herein.

All proposals are due at the location specified no later than the date and time specified herein.

4.2 Proposals

The offeror's Proposal must include detailed information relative to how the offeror proposes to accomplish the tasks described in this RFP. The Proposal **must** include cost figures. **However, the technical proposal and the associated cost proposal must be separate documents and will be evaluated separately.** Proposals must be sent electronically to Jerry Garland (garlandj@mail.doas.state.ga.us). One, signed, paper copy should be sent to:

Jerry Garland
Georgia Courts Automation Commission (GCAC)
Electronic Court Filing RFP Submission
244 Washington Street, Suite 550
Atlanta, Georgia 30334

A Cover Letter and a Proposal Letter, included as Appendix A and Appendix B, must be included and must be signed by a person authorized to sign for the company. Failure to include the signed proposal letter will result in the rejection of your response.

4.3 Outline of Proposed Response

Introduction

Vendors must use the following outline to answer this proposal. **Vendors must submit technical responses and cost responses separately.**

Technical Response

Cover Letter

Include a completed cover letter from Appendix A.

Proposal Letter

Include a completed proposal letter from Appendix B.

Explanation of Proposed Solution

Provide an overview of your proposed solution. This should be a short executive summary. A detailed explanation of your proposed solution should come under “Proposed Solution,” below.

Team Members and Qualifications

Provide resumes and other information about your company’s team members and their qualifications.

Proposed Solution

Please answer all questions either as “Yes” or “No.” If the answer is “No,” then, if applicable, state a time in the number of days or months that you will need to modify your system. GCAC does not expect that every vendor will be able to satisfy every requirement. Please be as accurate as possible so GCAC can evaluate proposals objectively.

Some questions do not require a “Time to Modify” answer, in which case, state “N/A” for “not applicable.” Some questions are worth zero (“0”) points. These are questions where GCAC is agnostic about the answer. **However, failure to answer a question, in whole or in part, may result in a deduction of points at the sole discretion of GCAC.**

Some questions require attachments for explanations. There are also optional attachments that the vendor may supply. Please label the attachments with the numbers corresponding to the numbers in the RFP. If you skip an optional attachment, then skip the attachment number (do not renumber). You will receive points based on the quality of your explanation. GCAC prefers explanations that are concise and that are not boilerplate marketing materials. You are encouraged to be brief but complete.

Business Model	Available Immediately		Time to Modify	Points	
	Yes	No			
Your business model is best characterized as a one in which your company acts as an “intermediary.”				0	
Your business model is best characterized as one in which you do not act as an “intermediary.”				0	
Your business model cannot be characterized either as one in which your company is or is not an “intermediary.” If so, please attach a written description of your business model. ATTACHMENT 1				0	
Under your business model, the primary source of your company’s revenue will come from charging attorneys who file documents.				0	
Under your business model, the primary source of your company’s revenue will come from charging courts for services rendered.				0	
You or a partner has the technical ability and expertise to provide the court with an electronic court interface.				10	

You or a partner has the technical ability and expertise to provide the court with services necessary to integrate an electronic court interface, a document management system, and a new or legacy case management system.				20	
Your company provides attorneys with value added services, such as training and customer support.				10	
Your company is able and willing to provide a free court-filing interface to pro se litigants.				10	
Optional Statements: ATTACHMENT 2					
Total				50	

Network	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system uses the Internet to file documents.				10	
Your system uses the Internet to download and retrieve documents.				10	
Other Statements: ATTACHMENT 3					
Total				20	

Hardware and Software Infrastructure	Available Immediately		Time to Modify	Points	
	Yes	No			
Please state the initial suggested minimum hardware requirements needed by a court to implement your system. Include cost estimates. Attach on a separate sheet. ATTACHMENT 4				10	
Please state the initial suggested minimum software requirements needed by a court to implement your system. Include cost estimates and licensing details. Attach on a separate sheet. ATTACHMENT 5				10	
Please state suggested hardware requirements that a court would need over the next three years. Attach on a separate sheet. ATTACHMENT 6				10	
Please state suggested software requirements that a court would need over the next three years. Attach on a separate sheet. ATTACHMENT 7				10	
Total				40	

Electronic Court Filing Interface	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system uses email to file documents.				0	
Your system uses the world wide web to file documents.				0	
Your system uses both email and the world wide web to file documents.				0	
Your system can also be used to do fax or courier filings				5	

into a court.					
Your system provides and internal interface for administration of the court filing system. Please provide a description of this interface.				10	
Your system must provide the ability for the court clerk or some other administrator to manually approve or disapprove a court filing before the filing is officially docketed.				10	
Your system provides email notification of events (e.g., rejected filing, docketed filing, etc.) to lawyers, judges, and parties in the case. Please attach a description of the notification process. ATTACHMENT 8				10	
Your system provides a web-accessible docket.				10	
Your system provides calendaring for judges.				10	
Your system provides calendaring for lawyers.				10	
Optional Statements: ATTACHMENT 9					
Total				65	

Case Management System	Available Immediately		Time to Modify	Points	
	Yes	No			
Your company or a partner has experience implementing court case managements systems. Please provide your implementation experience on a separate sheet. ATTACHMENT 10				15	
Your company or its partners has experience integrating court case managements systems with document management systems. Please provide your integration experience on a separate sheet. ATTACHMENT 11				15	
Your company or its partners has experience integrating court case management systems with electronic court filing interfaces. Please provide your integration experience on a separate sheet. ATTACHMENT 12				30	
Total				60	

Document Management System	Available Immediately		Time to Modify	Points	
	Yes	No			
Your company or its partners has experience integrating with or implementing document management systems. Please provide your integration experience on a separate sheet. ATTACHMENT 13				20	
Total				20	

Document Format	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system provides for ultimate deliver of searchable				10	

Adobe PDF documents to the courts for pleadings and other documents authored by lawyers.					
Your system provides for ultimate delivery of Adobe PDF document to the courts for exhibits.				10	
Your company or one of its partners provides training and customer support for lawyers for Adobe Reader and Adobe Writer.				10	
Optional Statements: ATTACHMENT 14					
Total				30	

Security	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system uses SSL to provide encryption services between a web browser and a web server.				10	
Your system uses user ID and passwords to access the system.				10	
Optional Statements: ATTACHMENT 15					
Total				20	

Redundancy and Disaster Recovery	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system provides industry standard redundant systems. Please attach a description of your redundant systems.				10	
Your system provides industry standard disaster recovery systems. Please attach a description of your disaster recovery systems. ATTACHMENT 16				10	
Total				20	

Privacy	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system provides access control to information published on the Internet based on a user's role (i.e., whether the user is a judge, lawyer, court administrator, or party). Please attach a description of this service. ATTACHMENT 17				10	
Your system provides access control to information published on the Internet based on user's identity. Please attach a description of this service. ATTACHMENT 18				10	
Total				20	

Payment Method and Fees	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system accepts credit card payments for filing fees.				20	
You collect filing fees and other monies on behalf of the				20	

courts and then remit money to the courts through acceptance of credit card payments and/or established vendor accounts.					
Your system charge additional fees over and above filing fees imposed by the courts.				0	
Your system integrates directly into a court-managed payment system and posts receipts to the case.				0	
Optional Statements: ATTACHMENT 19					
Total				20	

Civil Procedure, Court Rules, Workflow	Available Immediately		Time to Modify	Points	
	Yes	No			
Your system requires (or may require) alternation to Georgia's Civil Practice Act, Court Rules, or Workflow. Please provide examples on an attachment. ATTACHMENT 20				0	
You have written examples of proposed changes needed to civil procedure, court rules, and workflow. Please provide examples. ATTACHMENT 21				0	
You have experience in other jurisdictions dealing with policy and legal questions associated with implementing electronic court filing systems. Please provide a resume of such experience. ATTACHMENT 22				10	
Total				10	

Legal XML Implementation	Available Immediately		Time to Modify	Points	
	Yes	No			
Your company has technical staff that understands XML and how to implement systems based on XML. Please provide names and resumes of such technical staff. ATTACHMENT 23				10	
Your company has current XML applications. Please provide names and descriptions of these applications. ATTACHMENT 24				10	
Your company has currently deployed XML implementations. Please provide descriptions of implementations and, if applicable, location and contact names of current implementations. ATTACHMENT 25				10	
Your company is working on XML applications and implementations but they are not deployed.				5	
One or more of your company's employees participates in Legal XML.				5	
One or more of your company's employees participates in				5	

Legal XML as a “Participant”					
One or more of your company’s employees attended one or more of the Legal XML/JTC Court Filing meetings in which the Legal XML/JTC Court Filing standard was developed. Please provide a list of names of attendees. ATTACHMENT 26				10	
One or more of your company’s employees is on the Legal XML Court Filing mailing list (courtfilings@legalxml.org). Please provide a list of names. ATTACHMENT 27				5	
Your company is willing to work with other vendors and Georgia court staff in a workgroup environment (including face-to-face meetings in Georgia, telephone conferences, and email) to implement the Legal XML standard.				50	
You are committed to interoperability among proprietary systems.				50	
Optional Statements: ATTACHMENT 28					
				160	

Cost Response

Cover Letter

Include a completed cover letter from Appendix A. _____

Proposal Letter

Include a completed proposal letter from Appendix B.

Cost of Electronic Court Filing Interface

Cost of Case Management Integration

Cost of Document Management Integration

Other Costs

4.4 Evaluation Criteria and Process

4.4.1 Evaluation Team

Donald Forbes	Jerry Garland
Winchel 'Todd' Vincent, III	Judge David Emerson
Cindy Chaffin	George Nolan
Carlton Blair	

4.4.2 Detailed Evaluation

1. The degree to which the proposal meets the RFP objectives and requirements. (200 points)
2. The respondent's level of understanding of the purpose of this pilot program and their overall approach to working with GCAC and the courts. (200 points)
3. Cost to the courts. (200 points)
4. Answers to Objective Questions (535 points)
5. Clear, concise answers (65 points)

Total Points: 1200

4.4.3 Oral Presentations

Following the evaluation of the offerors' proposals, the evaluation team may request one or more offerors to make a live or telephonic oral presentation and participate in a question and answer session.

TERMS AND CONDITIONS

5.0 General

Companies responding as pilot participants must agree to the following terms and conditions or state their exceptions within their written response:

1. Companies or individuals who wish to include fees to generate revenue will have those fees subject to review and approval by GCAC only if participation by attorneys is low as a result of cost.
 2. Companies or individuals will retain ownership of the products, services, solutions, and other intellectual property that were developed as a direct result of the Pilot. Companies working with courts in the Pilot will be allowed to bid follow on work that results as an outgrowth of the Pilot. However, no follow on work is guaranteed as a result of the Pilot.
 3. Vendors must validate or certify ownership or licensed use of the software offered.
-

4. The state will limit liability for all projects. Any follow on contracts that take pilots into full development or operation will be subject to the normal liability provisions of state contracting.

5. This RFP is not an offer or solicitation and does not obligate or bind the State to procure any goods or services as a consequence. ~~Respondents may not charge the State of Georgia for any costs associated with the preparation of responses to this RFP.~~

5.1 Proposal Withdrawal

Prior to the proposal due date, a submitted proposal may be withdrawn by the offeror by submitting a written request to the Issuing Officer named herein. A person authorized to sign for the offeror must sign all such requests.

5.2 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the offeror. The State will not provide reimbursement for such costs.

5.3 Conflict of Interest

If an offeror has any existing client relationship(s) that involve the State of Georgia that would prevent their being objective, the offeror must disclose such relationship(s).

5.4 Confidentiality Requirements

The staff members that are assigned by the successful offeror to this project may be required to sign a Departmental non-disclosure statement.

5.5 Policy on Drug-Free Workplace

The final selection of a winning proposal is contingent upon the offeror certifying to the State that a drug-free workplace will be provided for the offeror's employees during the performance of the engagement as required by the "Drug-Free Workplace Act" (O.C.G.A. 50-24-1).

5.6 ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the American Disabilities Act. Accordingly, we ask that you please call the Bid Officer at 404-651-8165 in advance if you require special arrangements when you attend the public bid openings or when you visit our offices. If you need assistance when attending an Offeror's Conference, if one is scheduled, please contact the Issuing Officer named herein. Please try to give at least one-day notice. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages for the speech and hearing impaired in strict confidence.

Appendix A

STATE OF GEORGIA REQUEST FOR PROPOSAL NUMBER: [NUMBER]

Issued on Behalf of

GEORGIA COURTS AUTOMATION COMMISSION ELECTRONIC COURT FILING PILOT

PROPOSAL WILL OPEN August 1, 2000 AT 09:00

COVER LETTER

Instructions to Proposers

All spaces below and in the attached "Proposal and Certification" form are to be filled in with signatures supplied where indicated.

Proposal of:

Name:

Address:

Telephone:

Facsimile:

Email:

Submit Proposal via email and post (one copy to each address) to:

Georgia Courts Automation Commission (GCAC)
Electronic Court Filing RFP Submission
244 Washington Street, Suite 550
Atlanta, Georgia 30334
garlandj@mail.doas.state.ga.us

Request Mailed: Date: _____ 2000

Appendix B

State of Georgia Department of Administrative Services

PROPOSAL LETTER

[PROPOSAL LETTER INSTRUCTIONS: (1) Delete all instructions from this document before submitting your proposal letter(s). Instructions are enclosed in brackets []. (2) Submit separate a separate cost proposal and a technical proposal.]

[TECHNICAL PROPOSAL ONLY] We propose to furnish and deliver any and all of the deliverables and services named in the attached Technical Proposals at a cost included in a separate Cost Proposal.

[COST PROPOSAL ONLY] We propose to furnish and deliver any and all of the deliverables and services named in the associated Technical Proposal at the cost of \$_____.

It is understood and agreed that this proposal constitutes an offer, which when accepted in writing by Georgia Courts Automation Commission and subject to the terms and conditions of such acceptance, will remain in effect until such time as either party elects to terminate the agreement.

It is understood and agreed that we have read the State's specifications shown or referenced in the RFP and that this proposal is made in accordance with the provisions of such specifications. By our signature on this proposal, we understand such State specifications. We further agree, if selected to participate in this project, to deliver goods and services that meet or exceed the specifications.

It is understood and agreed that this proposal shall be valid and held open for a period of one hundred twenty (120) days from proposal opening date.

PROPOSAL SIGNATURE AND CERTIFICATION (Offeror must sign and return with proposal)

I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the offeror.

Authorized Signature

Date