

Arizona Supreme Court Request for Proposals RFP 13-03

Statewide Arizona Courts Electronic Filing System

July 8, 2013

Questions from AMCAD:

Question 1: Statement of Work (SOW) 13.03 - 3.3.2.69: System provides FRMDE-registered local court staff to include routing instructions as part of the clerk review process. Please explain what it means to include routing instructions? Is this via email? And/or via XML?

Answer 1: Prior to accepting, rejecting, or marking a case file submission deficient, clerk staff may find it necessary to route documents to peers for various purposes, e.g. seeking clarification, obtaining supervisor instructions, etc. Clerks must have the ability to include an explanation in the routing of the documents. It is anticipated that this functionality will be contained within the FRMDE. The method by which this information is routed and communicated is a vendor product design consideration.

Question 2: Statement of Work (SOW) 13.03 - 3.3.2.97: System certifies and registers FAMDE(s), which ensures secure and accurate communications with system. Can some clarification be provided to state that the system does not do the actual certification, but that the certification process is outside of the system?

Answer 2: The certification process is envisioned to consist of a suite of tests designed to ensure the accurate and complete interoperability between the FAMDE(s) and the vendor's FRMDE. The certification process is not a specific function contained within the electronic filing system. Depending on the proposed option selected by the Court, either the vendor or the AOC will be responsible for conducting the FAMDE certification process. Upon successful completion of the certification process, the FAMDE will be registered in the vendor's electronic filing system for FAMDE validation purposes – a step that ultimately enables the two systems to exchange information.

Questions from Proposer's Conference, June 28, 2013:

Question 1: The link found on page 20, Item 3.2.1.7 of the Statement of Work (SOW) 13.03 relative to the Arizona Government Information Technology Agency (GITA) Statewide Policy for Website Accessibility (P130) is not working. Please update.

Arizona Supreme Court Request for Proposals RFP 13-03

Statewide Arizona Courts Electronic Filing System

July 8, 2013

Answer 1: The correct link to the Statement of Work (SOW) 13.03 relative to the Arizona Government Information Technology Agency (GITA) Statewide Policy for Website Accessibility (P130) is as follows: (<http://aset.azdoa.gov/content/web-accessibility-resources>). SOW 13.03 will be amended to reflect the correct link.

Question 2: RFP13-03, Section 5 – Pricing Tables: What is meant by the footnote labeled with two asterisks (**), “*Include a detailed breakout of the hourly rate used and how it was developed*” found in pricing tables 5.1.1.3, 5.1.1.4, 5.1.2.3, 5.1.2.4, 5.1.3.3, 5.1.3.4, 5.1.4.3, and 5.1.4.4?

Answer 2: Include a detailed breakout of costs which, when consolidated, would result in an average cost per hour.

Question 3: RFP13-03, Section 5 – Pricing Tables: What is the difference between the “Annual Maintenance & Support” cost of pricing tables 5.1.1.2, 5.1.2.2, 5.1.3.2, 5.1.4.2, and the “...subsequent product solution maintenance and support” cost of pricing tables 5.1.1.3, 5.1.1.4, 5.1.2.3, 5.1.2.4, 5.1.3.3, 5.1.3.4, 5.1.4.3, and 5.1.4.4?

Answer 3: The “Annual Maintenance & Support” cost of pricing tables 5.1.1.2, 5.1.2.2, 5.1.3.2, 5.1.4.2, represents the on-going annual maintenance cost associated with the vendor’s product. The phrase “...subsequent product solution maintenance and support” found on pricing tables 5.1.1.3, 5.1.1.4, 5.1.2.3, 5.1.2.4, 5.1.3.3, 5.1.3.4, 5.1.4.3, and 5.1.4.4 will be removed. RFP 13-03 will be amended to reflect this change.

Question 4: Please provide a list of OnBase licenses and modules.

Answer 4: The list of software components is reflected on the Statement of Work (SOW) 13.03, page 14, Section 3: Statement of Work, Sub-Section 3.1, Item 3.1.1.2.

One additional component not currently listed in the SOW 13.03 is the OnBase Document Transfer Module (DTM), version 11.

Question 5: Please provide a list of case types.

Answer 5: A list of case types are located in the Statement of Work (SOW) 13.03, beginning on page 16, Section 3: Statement of Work, Sub-Section 3.1.2 through Sub-Section 3.1.3 ending on page 19.

Arizona Supreme Court Request for Proposals RFP 13-03

Statewide Arizona Courts Electronic Filing System

July 8, 2013

Question 6: RFP13-03, Section 9.1: SAMPLE CONTRACT, Article II: COMPENSATION, Item (E) – Please clarify.

Answer 6: Item (E) - "\$___for electronic payment processing as described in paragraph 1.8 above, Electronic filings not involving fees shall not incur this charge" refers to Section 9.1: SAMPLE CONTRACT, Article I: STATEMENT OF WORK, Item 1.8., which are fees associated with processing electronic payments by end users, e.g. credit card merchant fees.

Question 7: Please provide examples of how fees are calculated.

Answer 7: Several factors are used to calculate case file submission fees. The information provided is for illustrative purposes only and are not intended to be an exhaustive description, set of requirements, or system design specifications of how all fees are calculated. Data necessary to base case file submission fee calculations are assumed to be derived from the electronic filing system's Court Policy, Registration, and other supporting functions; as well as the AOC Central Case Index (CCI).

The system responsibility assignments and methods used to construct and calculate fees is a design consideration and is beyond the scope of this response.

A. Fee-Eligible Case File Submission Fee Calculation Factors: All fee-eligible filings may be assessed a statutory filing fee and/or a Court "Application Fee." Certain document types may consist of different fee factors that must be considered collectively to accurately calculate statutory filing fees.

1. **Appellate** - The fee factors outlined here are associated with Appellate Court case file submissions. Appellate Court fees tend to be the most complex to calculate among all local court jurisdictions. All factors described below are used in combination to determine the amount of local court filing fees. It should be noted that specific policies and rules vary by Appellate court.

a. Initial Case File Submission Factors

i. Court Case Classification

1. General Case Category (e.g. Civil)
2. Case Category (e.g. Petition for Review Accelerated Appeal)

Arizona Supreme Court Request for Proposals RFP 13-03

Statewide Arizona Courts Electronic Filing System

July 8, 2013

3. Case Subcategory (e.g. Corporation Commission)
 - ii. Court Document Type (e.g. Motion)
 - iii. Filer Role (e.g. Attorney, Self-Represented Litigant, Process Server)
 - iv. Party Role (e.g. Appellant, Appellee)
 - v. Submitter's/Filer's First Appearance (likely Yes, since this is case initiation and should be the submitter's/filer's first appearance in the case)
 - vi. Fee Type to Charge (e.g. Class A, Class B) Note: See Arizona Code of Judicial Administration 2-301 Appellate Court Fees for a description of Class A and B (<http://www.azcourts.gov/Portals/0/admcode/pdfcurrentcode/2-301%20Appellate%20Court%20Fees.pdf>).
 - b. Subsequent Case File Submission
 - i. Court Case Classification
 1. General Case Category (e.g. Civil)
 2. Case Category (e.g. Petition for Review Accelerated Appeal)
 3. Case Subcategory (e.g. Corporation Commission)
 - ii. Court Document Type (e.g. Motion)
 - iii. Filer Role (e.g. Attorney, Self-Represented Litigant, Process Server)
 - iv. Party Role (values derived from CCI)
 - v. Submitter's/Filer's First Appearance (values derived from CCI)
 - vi. Fee Type to Charge (e.g. Class A, Class B) Note: See Arizona Code of Judicial Administration 2-301 Appellate Court Fees for a description of Class A and B (<http://www.azcourts.gov/Portals/0/admcode/pdfcurrentcode/2-301%20Appellate%20Court%20Fees.pdf>). Certain Class B fee types can also initiate a case.
2. **General Jurisdiction** - The fee factors outlined here are associated with General Jurisdiction Court case file submissions. All factors described below are used in combination to determine the amount of statutory filing fees. See ACJA Section 3-404 for additional information (<http://www.azcourts.gov/Portals/0/admcode/pdfcurrentcode/3-404 Amended 06-2013.pdf>).
 - a. Initial Case File Submission Factors
 - i. Court Case Classification
 1. General Case Category (e.g. Civil)

Arizona Supreme Court Request for Proposals RFP 13-03

Statewide Arizona Courts Electronic Filing System

July 8, 2013

- b. Subsequent Case File Submission Factors
 - i. Court Case Classification
 - 1. General Case Category (e.g. Civil)
 - ii. Court Document Type (e.g. Notice of Appeal)
 - iii. Submitter's/Filer's First Appearance (values derived from CCI)

- 3. Limited Jurisdiction** - The fee factors outlined here are associated with Limited Jurisdiction Court case file submissions. All factors described below are used in combination to determine the amount of statutory filing fees. See ACJA 4-303 for additional Justice Courts information

http://www.azcourts.gov/Portals/0/admcode/pdfcurrentcode/4-303_New_12-2012.pdf.

- a. Initial Case File Submission Factors Court
 - i. Case Classification
 - 1. General Case Category (e.g. Civil)
- b. Subsequent Case File Submission Factors
 - i. Court Case Classification
 - 1. General Case Category (e.g. Civil)
 - ii. Court Document Type (e.g. Answer)
 - iii. Submitter's/Filer's First Appearance (values derived from CCI)

- B. Fee-Exempt Case File Submission Fee Calculation Factors:** Government agencies, submitters/filers working on behalf of government agencies, criminal case type submissions, and court-approved fee waivers are examples of fee-exempt transactions. Note: Not covered in this response are fee deferrals, which are variations of fee waivers. Unlike fee waivers, submitters/filers are obligated to submit a portion of the payment due to the local court. Like fee waivers, fee deferrals require local court approval.

Questions from No Magic Inc.:

Question 1: Expand on use of the IBM MQ.

Answer 1: IBM MQ communications is mandatory for intra-courts system communication. Communications between the FAMDE and FRMDE is assumed to be web services based.