



**SUPREME COURT OF LOUISIANA  
400 ROYAL STREET, SUITE 1190  
NEW ORLEANS, LA 70130-8101**

**RFP LASC-2019-03**

**REQUEST FOR PROPOSALS FOR  
INDEPENDENT DATA ARCHITECTURE CONSULTANT SERVICES FOR THE  
COURT CASE MANAGEMENT INFORMATION SYSTEMS OFFICE**

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**I. PURPOSE**

The Supreme Court of Louisiana (“Court”) invites qualified data architecture professionals with demonstrable experience in data architecture transformation with court and public safety and justice records to submit proposals to serve as an independent data architecture consultant for the Court Case Management Information Systems (CMIS) office. A qualified consultant will work with the CMIS department to complete the transformation of CMIS’ data architecture to enable the integration and warehousing of records from multiple data sources to support: (1) business analysis; (2) the implementation of a master data management model; and (3) automation of processes for sharing with external agencies as appropriate

**II. SUBMISSION OF PROPOSALS**

Proposals must be received no later than **4:00 p.m. (CST) on Friday June 7, 2019**. Any proposals received after this deadline will not be considered. Proposals may be submitted electronically via e-mail or secure file upload or may be submitted in paper format (with one original and three copies required). Proposals should be sent to the following address:

The Supreme Court of Louisiana  
400 Royal Street, Suite 1190  
New Orleans, Louisiana 70130-8101  
Attn: Caitlin Morgenstern

**Email:** [cmorgenstern@lasc.org](mailto:cmorgenstern@lasc.org)

All proposals submitted electronically must contain the subject “RFP LASC-2019-03 Proposals for Independent Data Architecture Consultant Services for the Court Case Management Information Systems Office.”

All envelopes containing a paper proposal must bear the name of the entity or individual making the proposal, and must have the following clearly written or typed on the face of the envelope: “RFP LASC-2019-03 Proposals for Independent Data Architecture Consultant Services for the Court Case Management Information Systems Office.”

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this RFP, when such action is in the Court’s best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Court and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

### **III. PROPOSER’S QUESTIONS**

All questions relative to this request for proposals (“RFP”) should be directed to Caitlin Morgenstern who may be reached via telephone at (504) 310-2550 or via e-mail at [cmorgenstern@lasc.org](mailto:cmorgenstern@lasc.org). All questions should be submitted by **4:00 p.m. (CST) on Friday, May 24, 2019**. The preferred method of receiving questions is via e-mail. Any oral explanations or instructions shall not be binding. The Court is under no obligation to respond to such inquiries, but may choose to do so. The Court, in its discretion, may choose to post some or all of the questions and answers on its website: [www.lasc.org](http://www.lasc.org) and/or provide them to known proposers. All communications regarding the RFP shall be directed to Ms. Morgenstern.

### **IV. TIMETABLE FOR PROPOSALS**

<b>Issue date of RFP</b>	<b>Friday, May 10, 2019</b>
<b>Deadline for receipt of questions</b>	<b>Wednesday, May 24, 2019</b>
<b>Deadline for receipt of proposals</b>	<b>Friday, June 7, 2019</b>

### **V. BACKGROUND**

The Supreme Court of Louisiana is the highest court in the State. The Court’s CMIS office is responsible for receiving and processing data from all courts in Louisiana. CMIS maintains a statewide database for tracking and managing criminal, civil, juvenile, traffic, and appellate cases receives data from courts statewide into a central repository for analysis, and distributes it to state and federal agencies for entry into their information systems. CMIS processes 1.2 million records per year from multiple sources and in a variety of formats including flat ASCII files and XML files. Records are evaluated for timeliness, accuracy, and completeness, and are forwarded to other agencies to update various databases.

The primary purpose behind the CMIS data architecture process is to automate manual processes through the implementation of an ETL solution; normalize the data structure to enable CMIS to perform more robust analysis on existing data and avoid data duplication; to enable CMIS to retain a complete data history; and to enable the creation of a data warehouse that will support more timely data quality feedback to the courts and improve the number of records accepted by agencies.

The successful consultant, if any, may provide services to CMIS in connection with Court funds or grant funds. The successful consultant, if any, must abide by all laws, regulations, standard conditions, and special conditions applicable to any applicable grant. These include, but are not limited to, the schedule of standard and special conditions of the grant.

## **VI. SCOPE OF SERVICES**

Proposer will furnish data architecture services for the automation and implementation of an ETL solution utilizing Talend software. Specifically, the proposer will build a solution, in conjunction with LASC existing staff, that works for the intake of data for the CMIS repository; normalize the data structure to enable CMIS to perform more robust analysis on existing data and avoid data duplication; enable CMIS to retain a complete data history; and to enable the creation of a data warehouse that will support more timely data quality feedback to the courts and improve the number of records accepted by agencies.

## **VI. CONTENTS OF PROPOSAL**

Your proposal should address each of the areas outlined below and provide the information requested. Your response should include the following:

### **A. Cost**

The information regarding Cost should include:

1. Your hourly rate; and
2. Your expectations, if any, regarding expense reimbursement, including travel and office expenses.

### **B. Qualifications**

The information regarding Qualifications should include, but is not limited to the following:

#### **1. Proposer's Experience**

The proposal must set forth a description of the proposer's experience with regard to the essential functions outlined in Section V, Scope of Services. Qualifications should include:

- A minimum of 15 years of experience in the field of public safety and justice information systems
- Extensive experience with data normalization
- Demonstrable experience with Talend software
- Demonstrable experience with creation and implementation of ETL processes with court and public safety and justice records
- A comprehensive understanding of NEIM compliance and standards
- Demonstrable experience in creating a data warehouse that retains data lineage and supports robust analysis with business intelligence tools.

## **2. Proposer's References**

Provide at least two references. The proposer's references shall include, but are not limited to, the following:

- Name
- Address
- Telephone number
- Email address
- Letters of reference (if available)

**Please note that the Court may or may not elect to contact references provided.**

## **VII. EVALUATION AND SELECTION**

The CMIS Director and appropriate staff will evaluate all proposers. The CMIS Director may request a meeting with some qualified proposers prior to selection. Proposals will be reviewed in accordance with the following criteria.

- A. Qualifications (60 points)**
- B. Cost (30 points)**
- C. Interviews, if conducted (10 points)**

## **VIII. CONTRACT AWARD**

The Court reserves the right to enter into a contract without further discussion of the proposal based on the content of the proposals submitted. Ordinarily, nonresponsive proposals will be rejected outright. Nevertheless, the Court may elect to conduct discussions, including the possibility of

limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. If improper revisions are submitted, the Court may elect to consider only your unrevised initial proposal. The Court may also elect to conduct negotiations, beginning with the highest ranked proposer, or seek best and final offers. If negotiations are conducted, the Court may elect to disregard the negotiations and accept your original proposal.

#### **IX. TERM OF INITIAL AGREEMENT**

If a contract is to be awarded it may be a one year period or a multiple year contract with the option to extend for additional periods.

#### **X. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT**

All proposals submitted in response to this request for proposals, and any contract which might ultimately be agreed upon, will be open to public inspection by any interested person, firm or corporation.

Trade secrets or other proprietary information submitted by an insurer as part of its RFP may not be subject to public disclosure, provided the insurer specifies the relevant law supporting its request for confidentiality. However, the insurer must invoke the protections of this section prior to or upon submission of its proposal, must identify the specific data or other materials to be protected, and must state the reasons why protection is necessary. Any aspect of the proposal which addresses the cost of dental services will not be considered confidential under any circumstance. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

The proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as "confidential" in order to claim protection, if any, from disclosure. The proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of this legend:

*The data contained in pages \_\_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Supreme Court shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Supreme Court's right to use or disclose data obtained from any source, including the proposer, without restriction."*

Further, to protect such data, each page containing such data shall be specifically identified and marked CONFIDENTIAL. Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or any other person seeks

review or copies of another proposer's confidential data, the Court will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the Court and hold the Court harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the Court to disclose the information. If the owner of the asserted data refuses to indemnify and hold the Court harmless, the Court may disclose the information.

The Court reserves the right to make any proposal, including proprietary information contained therein, available to court personnel and other state agencies, employees, or organizations for the purpose of assisting the Court in its evaluation of the proposals.

## **XII. CHANGES, ADDENDA, WITHDRAWALS**

The Court reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Court also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, prior to the deadline for proposal submission.

## **XIII. COST OF OFFER PREPARATION**

The Court is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing the proposal, and any other expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Court.

## **XIV. AUDIT OF RECORDS**

The State Legislative Auditor or other auditors so designated by the Court shall have the option to audit all accounts directly pertaining to the resulting contract for a period of three (3) years after project acceptance or as required by applicable State or Federal law. Records shall be made available during normal working hours for this purpose.

## **XV. RECORDS RETENTION**

The successful proposer shall maintain all records relating to any contract, which is agreed upon, for a period of at least three (3) years.

## **XVI. TERMINATION DUE TO UNAVAILABILITY OF FUNDS**

Payment and performance obligations under the resulting contract shall be subject to the availability and appropriation of funds therefor or grants received. When funds are not appropriated or otherwise made available to support continuation of performance, any resulting contract shall be cancelled.