

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

REQUEST FOR PROPOSALS for TECHNOLOGY NEEDS ASSESSMENT

RFP # LASC-ASNA01

I. PURPOSE

The Supreme Court of Louisiana invites qualified technology needs assessors to submit proposals for providing a comprehensive assessment of our current financial, human resources and payroll systems and the development of a Business Case which provides alternative options for maintaining, enhancing or replacing the current systems.

II. BACKGROUND

The Supreme Court of Louisiana (hereinafter "Court") is a state court of last resort with its principal offices located in the Parish of Orleans, State of Louisiana. The Court presently employs approximately 185 full-time employees. While a large majority of Court employees are housed in the 400 Royal Street Courthouse or in other New Orleans locations, a minority of Court employees (perhaps 10%) staff offices in Baton Rouge, Thibodeaux, Marksville, Winnsboro, and Shreveport.

Currently, the Court uses Delta Computer Systems for financial and payroll purposes. Delta is COBOL based software implemented in 1988. The human resources software, ABRA, was implemented in 1996 but is not integrated with the financial and payroll systems. In addition, certain sections of the Court use Peachtree or QuickBooks for accounting purposes.

III. SUBMISSION OF PROPOSALS

All proposals must be **received**, either by hand delivery or by certified mail, no later than **4:00 p.m. (Central Time) on Tuesday, May 8, 2007** at the following address:

Attention: Terence Sims, Deputy Judicial Administrator
The Supreme Court of Louisiana
Office of the Judicial Administrator
400 Royal Street, Suite 1190

New Orleans, Louisiana 70130-8101

Any proposals which are received after this deadline will not be considered. All envelopes containing a proposal must bear the name of the entity making the proposal, and must have the following clearly written or typed on the face of the envelope: "Proposal for Needs Assessment". Please submit three (3) copies of your proposal. No faxed or emailed submissions will be accepted.

All questions relative to this RFP should be directed to Terence Sims, Deputy Judicial Administrator and not to any other person at the Court. Mr. Sims may be reached via telephone at (504) 310-2550 or via e-mail at tsims@lajao.org.

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this request for proposals, 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.

IV. PROPOSERS' CONFERENCE

A proposers' conference will be held on **April 9, 2007 from 10:00 a.m. to 12:00 noon (Central Time)** in the 4th Floor Conference Room of the Louisiana Supreme Court. Interested parties are requested to notify Mr. Sims in advance of their intention to attend using the attached registration form. The purpose of this conference is to allow potential proposers an opportunity to present questions and obtain clarification relative to the RFP. **Questions should be submitted in writing (via e-mail, fax, or mail) to Mr. Sims at the address above by 4:00 P.M (Central Time) April 2, 2007, or** asked at the proposers' conference. The Court is under no obligation to respond to such inquiries, but may choose to do so, either orally or in written form. The Court, in its discretion, may choose to post some or all of the questions and answers on its website: www.lasc.org

V. TIMETABLE FOR PROPOSALS

Issue date of RFP:	March 22, 2007
Deadline for submission of Questions for Proposer's Conference	April 2, 2007
Proposer's Conference	April 9, 2007
Deadline for receipt of proposals	May 8, 2007

NOTE: The Court reserves the right to amend and/or change this timetable as it deems necessary.

VI. SCOPE OF SERVICES

The Court wishes to enter into an agreement with a financial/technology firm to evaluate the Court's current financial, human resources, and payroll systems, assess the functionality of both processes and technology, assess technology investment, develop solutions to meet best practices and build a Business Case for available options while identifying major risk factors with each option.

VII. CONTENTS OF THE PROPOSAL

The proposal must contain the following:

1. Certification by the firm that it is independent of any software vendor. See Disqualification, Section IX.
2. References from at least two of the firm's clients who are comparable to the Court and for whom the firm performed services similar to those being requested in this RFP. The references should include the name of a contact person, his/her title, physical and e-mail addresses, and telephone numbers. Please note that the Court may, but is not obligated to, contact these clients.
3. Financial statements from the past 3 years.
4. Resumes for each team member.
5. A copy of any form or contract the Court may be requested to sign.
6. Applicable insurance declarations pertinent to the work to be performed for the Court.
7. A description of any facilities, equipment, staff, or other resources the firm expects the Court to provide.
8. A proposed timeline noting major tasks/milestones/deliverables.
9. A detailed cost proposal highlighting each task/milestone/deliverable. Please note that billing will be on a fixed fee basis; travel, rent, meals,

equipment, and other expenses will not be reimbursed. Any anticipated expenses must be incorporated into the cost proposal.

In addition, the RFP must include the following information:

A. Operations and Services

1. Provide a detailed plan of operations, describing with specificity how the firm plans to provide the comprehensive needs assessment as set forth in Section VI, Scope of Services.
2. Describe with specificity the project deliverable(s).
3. Describe with specificity the services that would be offered, and any limitations, exclusions, and other relevant features of the assessment proposal.

B. Firm and Personnel Information

1. Provide the name(s) of the person(s) who will be authorized to make representations for the firm, their titles, physical and e-mail addresses, and telephone and fax numbers.
2. Provide a brief history of the firm, its organizational structure, types of clients, location and address of the office that will direct the assessment and its experience in providing and administering similar projects.
3. Provide contact and other information on those individuals who would be assigned to work with the Court, including a description of their experience in providing services to clients who are similar to the Court.

VIII. EVALUATION CRITERIA

The Court will evaluate all proposals and, if a firm is to be selected, select a firm on the basis of the following criteria:

- a) The firm's relevant experience, qualifications and success in providing technology needs assessments similar to those described in this RFP **(the firm must have previous experience in providing technology assessments in finance, human resources and payroll systems for government entities)**;
- b) The firm's ability to meet the Court's goals for a technology needs assessment;
- c) The clarity and reasonableness of the firm's strategy for providing the technology needs assessment;
- d) The firm's cost proposal;
- e) The firm's financial stability;
- f) The firm's references from entities or groups comparable to the Court;
- g) The contractual terms proposed by the firm; and
- h) Any other factors relevant to the firm's capacity and willingness to provide a cost effective, comprehensive solution to the Court.

IX. DISQUALIFICATION

The firm must be independent of any software vendor. Any implicit or explicit economic involvement with any software vendor, via contract or otherwise, will result in disqualification. The Court reserves the right to verify all information provided by a proposer via direct contact with the proposer's prior clients. The proposer and any prior project personnel must agree to provide the necessary authorizations for the Court to verify any of the proposer's previous work. As described elsewhere in this RFP, each proposer will be required to submit a detailed resume of all key personnel. Misstatements of experience and scope of prior projects shall be grounds for disqualification of the proposer from further consideration.

X. ORAL OR WRITTEN DISCUSSIONS

If there is more than one qualified proposer, written or oral discussions may be conducted with at least two of the most qualified proposers. The Court will schedule a time and place for the oral or written discussions. Each proposer should be prepared to discuss and substantiate any of the areas of the proposal it submitted, its own qualifications for the services requested, and any other area of inquiry relative to its proposal. The Court reserves the right to select a firm based upon the proposals alone without additional oral or written discussions.

XI. TERM OF INITIAL AGREEMENT

If a contract is to be awarded, it will be for a period not to exceed one year, commencing on or about July 1, 2007 and terminating on or about June 30, 2008.

The Court reserves the right to extend the initial contract for such mutually beneficial additional term(s), as may be negotiated.

XII. 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 a proposer as part of its RFP may not be subject to public disclosure, provided the proposer specifies the relevant law supporting its request for confidentiality. However, the proposer 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 providing the requested 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.

It should be noted and understood that all proposals, contracts and other documents presented in connection with this RFP become the property of the Court.

XIII. COURT DISCRETION

The Court specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this request for proposals, 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.

XIV. 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, and cross-referenced clearly to the relevant proposal section. **All such changes must be received prior to the deadline for proposal submission.**

XV. COST OF PREPARING PROPOSALS

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.

XVI. 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 five (5) 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.

XVII. RECORDS RETENTION

The successful proposer shall maintain all records relating to any contract which is agreed upon for a period of at least five (5) years after acceptance by the Court.

XVIII. BILLING AND PAYMENTS

Payment will be based on the successful completion of milestones and deliverables to be specified in the contract. This is a fixed fee contract; therefore, *travel, rent, meals, equipment and other expenses will not be reimbursed.*

The contractor will submit invoices to the Court for deliverables and current written status reports describing the work (milestones) completed and current status of work in progress. The format of the invoice is subject to the Court's approval. Eighty-percent (80%) of the allowable payment amount for each milestone will be remitted to the Contractor upon successful completion of that milestone. The remaining 20% will be retained until written acceptance by the Court of all deliverables provided by the contract, i.e., there will be a 20% holdback of each milestone payment. The remaining retained funds will be paid to the Contractor upon the Court's acceptance of the agreed upon deliverables.

REGISTRATION FORM
Technology Needs Assessment Proposers' Conference
RFP # LASC-ASNA01

The purpose of the proposers' conference is to provide potential proposers an opportunity to present questions and obtain clarification relative to the RFP.

Complete this form and FAX to Terence Sims at (504) 310-2580 or call Mr. Sims at (504) 310-2550 to complete your registration process.

The conference will be held on **April 9, 2007 from 10:00 a.m. - 12:00 p.m. (Central Time)** at the

**Louisiana Supreme Court
4th Floor Conference Room
400 Royal Street
New Orleans LA 70130**

Registration Information

First Name Last Name

Company

FEI/FIN #

Title

Tax ID #

Street Address or PO Box (if applicable)

City State Zip Code

Phone Number: (___) ___ - ____ **Fax Number:** (___) ___ - ____

Email: _____

Number of individuals who plan on attending the proposers' conference from your organization?

_____ (total number including yourself)

What is the best way for Court staff to send your registration confirmation?

☐ Mail

☐ Email

☐ Fax

☐ Phone

