

Questions and Answers

LPOR Web Based Conversion RFQ

June 29, 2007

- 1. Are there any Design Specifications available for the current system? Can we get the screen shots of the existing Oracle Forms & Reports to understand the complexity involved in the Application?**

Screen shots of the LPOR forms, located in the user manual, will be posted on the Louisiana Supreme Court website by Wednesday, June 20, 2007. The goal is to have web-based forms created that look similar to the current Oracle client/server forms. The vendor will have some leeway in making improvements in the design of the forms and reports. In addition, sample reports will also be posted on the website.

- 2. What are the versions of Oracle forms & Oracle reports being used?**

Database Version: Oracle 9.2.0.8

Oracle Forms Version: 6i

Oracle Reports Version: 6i

- 3. When will the existing Forms and Reports be shared with us, if we are awarded?**

The forms and reports will be released to the vendor within one week of signing a contractual agreement between the vendor and the Louisiana Supreme Court, Judicial Administrator's Office.

- 4. Can the training or knowledge transfer to CMIS programming team be planned after completion of the project?**

Knowledge Transfer to the CMIS programming team must be ongoing, but can be set up at periodic intervals. The CMIS programming team will explain how the current system works to the vendor. The vendor will be then required to provide an information exchange back to the CMIS programming team explaining the methods, steps, and programming techniques that will be taken to migrate that functionality into the new web-based system. The explanations should include how the solution to each migration issue will be achieved through the use of Visual Basic code, ASP.net, HTML, etc. (Once development of the software has been completed, training of end users will be performed by the CMIS programming team.)

5. Can the Training or Knowledge Transfer to the CMIS programming team be given using “GoTo Meeting”, “WebEx” or a similar kind of on-line meeting services?

CMIS would prefer to have face-to-face meetings with the vendor, but is willing to look at using teleconferencing, providing it is viable and cost effective.

6. Is someone already working on this project in house?

No. However, the lead programmer, who designed the original Oracle Forms, will be available to the vendor for a two-way knowledge transfer.

7. Is the cap on the project \$50,000 maximum, and does the cap include travel and per diem? How bound are we to this cost constraint?

Section VII. Contents of the Submittal. (4.) Proposed fees and costs: This project will have a “flat fee” and the overall cost for the project **shall not exceed \$50,000**, i.e. an “all inclusive” fee for all services. Proposed costs shall include any and all costs the contractor wishes to have included in the contractual arrangement with the JAO. Travel, rent and other expenses will not be reimbursed. The contract that will be signed will be a “flat-fee” contract that will contain all expenses, inclusive of travel, and must not be greater than \$50,000.

8. How will we make notification of the project award?

The vendor will be given official notification in writing and notification of the award will also be posted on the Louisiana Supreme Court’s website.

9. Can we get the source code of the existing Oracle application to understand the business rules involved in the application?

The business rules involved in the application are not that complex and should be gleaned from review of the user manual and reports that will be posted on our website. The forms and reports will be released to the vendor within one week of signing a contractual agreement between the vendor and the Louisiana Supreme Court's Judicial Administrators Office.

10. Can we get the User Manual, System Manual, or any other documentation to the existing application?

Yes, a copy of the user manual, Entity Relationship Diagram and sample reports will be posted on our website.

11. Will a prebid site visit be scheduled to see a sample of the Oracle forms and address related questions?

A prebid conference has not been planned at this time. There will be enough information posted on the website to give a clear idea as to the scope and complexity

of this project. However, if this is not the case, you are encouraged to communicate further with us to get any additional questions answered.

12. Can the work be done from an office outside of Louisiana, or does it have to be done in Louisiana? Is it acceptable to submit a proposal with getting a portion of the work done from our offshore office in another country? Can some of the work be done in either our near shore or offshore technology centers?

The transfer of knowledge to the CMIS programming team is very high on our priority list concerning this project. We prefer that this knowledge transfer occur throughout the duration of the project. Enough meetings must be held with the team in order for this transfer of knowledge to occur. As long as this goal can be accomplished, a portion of the work may be allowed to take place from your office outside of Louisiana.

13. How do we establish the bench marks for the time element of the project?

Bench marks can be negotiated with the vendor who is awarded the contract.

14. How bound are we to the time constraint of the project?

Section IV. Scope of Services. The conversion project must be completed within ninety days of signing of the contract.

15. Is the database to stay on Oracle with no changes to structure?

No, the database will be converted to Microsoft SQL Server 2005.

16. Is there complete and accurate documentation on all 18 forms including what they do, all field validation criteria, and all transformation criteria prior to storing data in the database?

The documentation is adequate. In addition, the lead programmer who designed the original Oracle Forms will be available to the vendor to answer any questions or concerns and will provide any requested documentation dealing with field validation criteria, data transformation issues, etc.

17. How many of the forms are read-only and how many are add, update, and/or delete?

Almost all of the forms, except for the menus, will have the ability to add and update. There will be certain business rules that will not allow protective orders to be deleted once entered into the repository.

18. How many of the reports are generated from a View?

Currently none. This will be left up to the discretion of the vendor to determine if Views should be used.

19. How many of the reports not generated from a View require a join across 3 or more tables of the database?

At least 11 of the reports listed on the Supreme Court Website will require a View or Query that will require a join across 3 or more tables.

20. Will we have access to all the SQL written for the Oracle database?

No, access may be granted only to the SQL code that is necessary for the current Louisiana Protective Order Repository system to function properly.

21. It would seem that the customer would need to provide a sign-off on new screens (look and feel, screen labels, mapping of function key support, etc.) prior to the beginning of the implementation. To what degree would we need to be involved in this design process?

We are looking for guidance from the vendor to take our client server forms and screens and convert them to web based forms. We expect the vendor to be totally involved in the design process.

22. What performance requirements have been established for the various business transactions?

We are expecting performance near that of our current client server forms.

23. What security requirements have been established or must be implemented to ensure data integrity within the web application?

In addition to the Windows OS security, database roles/groups will be established by the database administrator to limit access to database objects. More detail will be provided to the vendor who is awarded the contract.

24. Is this application to be implemented over the Internet or an Intranet?

The current plan is that the application will be implemented over the Internet to satisfy disaster recovery requirements.

25. We assume the environment is Windows 2003 with IIS. Is that correct?

Yes

- 26. Can I see a copy of the data entry screens? You mentioned that all the data has been moved to SQL. In order to make the data entry work in a similar fashion as the previous oracle system we would expect there to be a definition of what happens in those 18 input forms – as far as data validation, and error checking – against existing data records.**

Please visit the Louisiana Supreme Court's website where you will find an Entity Relationship Diagram, User Manual, Sample Reports and other documentation pertaining to the conversion project for your review.

- 27. Have all of the database tables and content already been migrated from Oracle to SQL Server Databases? Our understanding is that the Oracle database is still being utilized. Is that correct? If so, if there is new data on the Oracle Database, what is the plan for completing the content migration from Oracle to SQL Server? Is the migration process that you currently have in place robust and stable enough to be executed multiple times and repeated whenever new data is placed into Oracle? Do you have expectation of more database conversion activities to be included in this project by the selected vendor?**

The database objects for the SQL Server have been created. Our database administrator will be responsible for all data migration. The Oracle database will remain in production until we are satisfied that all system and application functionality have been successfully migrated to the SQL environment.

- 28. After signing the contract, the work has to be completed within 90 days..... Could you verify that any connectivity issues in the remote development environment may be cleared up and working before the clock starts ticking on that ninety days, as any VPN or remote access hurdles may cut into that valuable time line.**

All connectivity and remote access requirements will have been satisfied before the clock starts ticking.

- 29. The project is to be completed in 90 calendar days not 90 working days - please confirm.**

Yes, barring any unforeseen difficulties which are not caused by the vendor, we are requesting that the work be completed within 90 calendar days.

- 30. Is it possible to put into place a test environment that will provide feedback on a periodic basis to ensure quality and satisfaction of the product?**

Yes

- 31. What is your Payment method (at the end of the completion of the project or in periodic payments)?**

Payment Method:

- a. One-third of the project cost will be paid at contract signing.
- b. One-third of the project cost will be paid at delivery of software application.
- c. One-third of the project cost will be paid upon successful acceptance testing and satisfying the knowledge transfer requirement to CMIS staff.

32. I noticed that in the LPOR Documentation that is posted on the website have no screen shots of the existing system. Can you please provide them as mentioned in the documentation under Appendix B?

The documentation containing the screen shots are being worked on and will be re-published on the Louisiana Supreme Court website as soon as possible.

33. Will you provide the data base layout and/or the number of tables plus elements per table?

This information is available on the Louisiana Supreme Court website in the form of an Entity Relationship Diagram and Field Definition documentation.

34. Do you have a Proof of Concept (PoC)?

No

35. Are there any technical documents / white paper on the project that would be made available to the contractor at the RFP Stage?

Technical documentation has been posted on the Louisiana Supreme Court's website.

36. Would JAO allocate a SQL Server consultant to help with SQL queries / issues?

The JAO has employees on staff that will assist with SQL queries and connectivity issues as needed to complete the project. However, we are expecting the vendor who is awarded the contract to have experience in this area.

37. Are the Screen shots ready or do you envision the contractor developing it? If the contractor needs to do the same, what technology should be used?

The vendor/contractor will be responsible for taking the existing Oracle client server forms and reports from the current application and convert them into a web-based application using Microsoft .NET, ASP.NET, HTML and Visual Basic.

38. Would the JAO allocate a QA resource to do the testing (Unit, functional and User) or do you expect it to be done by the contractor?

Our lead programmer, who designed the original application, will be available for testing.