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

REQUEST FOR QUALIFICATIONS (RFQ) for LPOR WEB BASED CONVERSION
RFQ # CMIS-MIGRATION01

I.   PURPOSE

The Supreme Court of Louisiana, Judicial Administrator's Office (JAO), invites responders to send submittals for converting the Louisiana Protective Order Registry (LPOR) forms and reports **only** from Oracle Forms to a Microsoft ASP.Net and Visual Basic.Net (utilizing Microsoft Visual Studio 2005) data entry system and Oracle Reports to a Microsoft Reporting Services system connected to a Microsoft SQL Server 2005 database. (The Oracle database has already been converted to a Microsoft SQL Server 2005 database.) **Please note that the maximum amount to be awarded under this RFQ is $50,000**.

II.   BACKGROUND

The Supreme Court of Louisiana is a state court of last resort with its principal offices located in the Parish of Orleans, State of Louisiana. The JAO handles administrative matters for the Supreme Court.

LPOR, a division of the JAO's Court Management Information Systems (CMIS) division, is a statewide electronic repository for court orders issued for the purpose of preventing harassing, threatening, or violent acts against a spouse, intimate cohabitant, dating partner, family or household member. In addition to developing and maintaining the database, LPOR is responsible for creating and disseminating standardized order forms, called Uniform Abuse Prevention Order forms. Once signed orders are received from the courts via facsimile, mail, or courier, they are input into the LPOR database by data entry operators. Orders are also error checked for accuracy once input into the system. Standardized reports are currently produced by the Oracle database.

III.   SUBMISSION OF RESPONSE

The issue date for this RFQ is June 11, 2007. All submittals must be **received**, either by hand delivery or by certified mail, no later than **4:00 p.m. (Central Time) on July 2, 2007** at the following address:

> Attention: Carmelitte Venturella
> Judicial Administrator's Office
> CMIS Division
> 400 Royal Street, Suite 1190
> New Orleans, Louisiana 70130-8101

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

All questions relative to this RFQ should be directed to Carmelitte Venturella and not to any other person at the JAO. Mrs. Venturella may be reached via e-mail (preferred) at cventurella@lajao.org or by telephone at (504) 310-2571.

IV.   SCOPE OF SERVICES

The JAO wishes to enter into an agreement with a qualified responder to develop a web based front end application of data entry screens from existing Oracle forms and design and implement reports to replace the existing Oracle reports for the LPOR database. The new application will use a Microsoft ASP.NET and Visual Basic .NET solution for screens and Microsoft Reporting Services reporting system for reports. **The conversion project must be completed within ninety days of signing of the contract**. Currently there are 18 screens and 87 reports in the LPOR database.

In addition to completion of the conversion, specific knowledge transfer of conversion programming from the responder to the CMIS programming team will be required. This will be accomplished by allowing the CMIS programming team to be involved in all aspects of the development and implementation phases of the project and will include direct interfacing with the CMIS programming team for the knowledge transfer. The development tool currently being used by the CMIS programming team is Microsoft Visual Studio 2005.

The following LPOR screens will be included in the new system:

Audit   1

Calls	1 (6 tabs)
Fax Relate	1
Main Menu	1
Order Data Entry	1 (6 tabs)
Password	1
Query	5 (could be combined)
Reports	1 (6 sub screens)

Total: 18 screens

The following LPOR reports will be included in the new system:

Active Orders to be Held
Active TRO's with No Expiration Date
Agency Address Labels – Contact
Agency Address Labels – Head
Agency File Listing
All Others Audit
All Others Audit by Court
All Others Audit Still Active
Bad Orders by Parish/Court
Bad Orders Ratio
Bad Orders Report
Bad Orders Report by Parish
Calls Count
Calls Details
Calls Details Individual Correspondence
Calls Summary
Civil/Criminal Breakdown
Clerk of Court Labels
Condensed Summary – All Courts
Condensed Summary – Reporting Courts
Court Administrator Labels
Court/Judge Mismatch
Data Input Efficiency
Data Input Efficiency
Defendants with Multiple Orders
Defendants with Multiple POR Records (2 reports)
Defendants with Possible Transmission to NICS
Detail report of NICS Calls
Expunged Orders

Expunged Orders
Future Expiration Date Check
Judges Issuing Orders
Judges Issuing Protective Orders
Justice of the Peace Labels
List with Brady Flag by Judge/Order Date
LPOR Record of Call, Correspondence, or Other Activity
Multiple Defendants Summary
NCIC Active Orders
NCIC Audit
NCIC Audit by Court
NCIC Audit Still Active
NCIC Exception
NCIC Orders to be Verified
NCIC Status
NICS Active Orders
NICS Audit
NICS Audit by Court
NICS Audit Still Active
NICS Calls by Agency
NICS Possible not verified Civil
NICS Possible not verified Criminal
NICS Possible Transmits by Defendant
Orders by Court
Orders by Court/Division
Orders by Elapsed Time
Orders by Expiration Date
Orders by Hearing Date
Orders Summary
Orders Summary by Parish/Court/Judge
Orders Type Summary
Orders Type Summary Civil/Criminal
Orders Type Summary Statewide
Orders with Mutual Consent
Orders with NCIC Information
Possible Court – Judge Mismatch Report
Possible Duplicate Orders
Production Listing
Production Listing
Protective Orders Condensed Summary
Protective Orders Repository

Quality Control Production Listing
Quality Control Production Listing Random
Statewide Active Orders Issued, Received, Entered
Statewide by Defendant
Statewide by Parish
Statewide Civil
Statewide Criminal
Statewide Cumulative Yearly Table One
Statewide Cumulative Yearly Table Three
Statewide Cumulative Yearly Table Two
Statewide Days Issued, Received, Entered
Statewide Defendant Age
Status = "E" and the Expiration Date is in the Future
Summary of NICS Calls After Hours
TRO's with No Expiration Date
TRO's with Possible Matching PO's
Unassigned TIF's

Total: 87 Reports

V.   DELIVERABLES

The following deliverables reflect the minimum required for the proposed project:

1. Software for eighteen (18) LPOR data input forms converted to Microsoft ASP.Net
2. Software for eighty-seven (87) Oracle reports converted to Microsoft Reporting Services. (Some reports may be consolidated with prior approval from the LASC JAO.)

VI.   OWNERSHIP

It should be known and understood that any forms, reports, and programming code developed in relation to this RFQ are the property of the JAO. The selected vendor is responsible for the design of the forms/reports and development of the programming code. The vendor will deliver a copy of the software code for the forms and reports to the Project Coordinator, Chris Andrieu, on CD-ROM/DVD or USB drive after final testing and upon final completion of the project.

VII.   CONTENTS OF THE SUBMITTAL

The submittal must contain the following:

1. Introduction: A brief letter of introduction on the responder's letterhead;

2. References: References from at least two of the responder's clients for whom the responder performed services similar to those being requested in this RFQ. 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 JAO may, but is not obligated to, contact these clients;

3. Experience: A profile of experience that the responder has, including the responder's experience with similar projects, with a focus on conversions of forms and reports from Oracle (or similar platforms) to Microsoft based products;

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;

5. Resumes: Resumes for each proposed responder team member;

6. Financial statements: Financial statements from the past three years;

7. A copy of any form or contract the JAO may be requested to sign;

8. Applicable insurance declarations pertinent to the work to be performed for the JAO and;

9. A description of any facilities, equipment, staff, or other resources the responder expects the JAO to provide;

In addition, the submittal must include the following information:

A. Operations and Services

1. Provide a detailed plan of operations, describing with specificity how the responder plans to provide the web-based conversions as set forth in Section IV, Scope of Services.

2. Describe with specificity the project deliverable(s).

3. Describe with specificity the services that will be offered, and any limitations, exclusions, or other relevant features of the conversion submittal.

4. Describe with specificity how knowledge transfer will be accomplished with the CMIS programming team.

B. Responder and Personnel Information

1. Provide the name(s) of the person(s) who will be authorized to make representations for the responder, their titles, physical and e-mail addresses, and telephone and fax numbers.

2. Provide a brief history of the responder, its organizational structure, types of clients, location and address of the office that will direct the conversion and its experience in providing and administering similar projects.

3. Provide contact and other information on those individuals who will be assigned to work with the JAO.

VIII. EVALUATION CRITERIA

The JAO will evaluate all submittals and, if a responder is to be selected, select a responder on the basis of the following criteria:

a) The responders's relevant experience, qualifications and success in providing database conversions similar to those described in this RFQ (**the responder must have previous experience in providing similar database conversions);**
b) The responder's ability to meet the JAO's goals for the database conversions;
c) The clarity and reasonableness of the responder's strategy for providing the database conversions;
d) The responder's financial stability;
e) The contractual terms proposed by the responder;
f) The responder's ability to conduct a knowledge transfer with the CMIS programming team; and

g)   Any other factors relevant to the responder's capacity and willingness to provide a comprehensive solution to the JAO.

IX.   DISQUALIFICATION

The JAO reserves the right to verify all information provided by a responder via direct contact with the responder's prior clients. The responder and any prior project personnel must agree to provide the necessary authorizations for the JAO to verify any of the responder's previous work. As described elsewhere in this RFQ, each responder 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 responder from further consideration.

X.   ORAL OR WRITTEN DISCUSSIONS

Written or oral discussions may be conducted with one or more of the responders. The JAO will schedule a time and place for the oral or written discussions. Each responder should be prepared to discuss and substantiate any of the areas of the submittal it submitted, its own qualifications for the services requested, and any other area of inquiry relative to its submittal. The JAO reserves the right to select a responder based upon the submittals 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 three months, commencing on or about August 1, 2007 and terminating on or about November 1, 2007.

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

XII.   PUBLIC NATURE OF SUBMITTAL AND PROSPECTIVE CONTRACT

All submittals submitted in response to this RFQ, and any contract which might ultimately be agreed upon, will be open to public inspection by any interested person, responder or corporation. Trade secrets or other proprietary information submitted by a responder as part of its submittal may not be subject to public disclosure, provided the responder specifies the relevant law supporting its request for confidentiality. However, the responder must invoke the protections of this section prior to or upon submission of its submittal, must identify the specific data or other materials to be protected, and must state the reasons why protection is necessary. Any aspect of the submittal which addresses the cost of providing the requested services will not be considered confidential under any circumstance. Any submittal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

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

> *"The data contained in pages _____ of the submittal 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 Responder as a result of or in connection with the submission of this submittal, the Supreme JAO 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 JAO's right to use or disclose data obtained from any source, including the responder, without restriction."*

Further, to protect such data, each page containing such data shall be specifically identified and marked "CONFIDENTIAL."

Responders must be prepared to defend the reasons why the material should be held confidential. If a competing responder or any other person seeks review or copies of another responder's confidential data, the JAO 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 JAO and hold the JAO harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the JAO to disclose the information. If the owner of the asserted data refuses to indemnify and hold the JAO harmless, the JAO may disclose the information.

It should be noted and understood that all submittals, contracts and other documents presented in connection with this RFQ become the property of the JAO.

XIII.   JAO DISCRETION

The JAO specifically reserves the right to reject, in full or in part, all submittals submitted, and/or to cancel this RFQ, when such action is in the JAO's best interests. Any contract which may be awarded shall be based upon the submittal which is most advantageous to the JAO and its employees, based on the responder's qualifications and any other factors to be considered. All contracts are subject to the availability of funds.

XIV.   CHANGES, ADDENDA, WITHDRAWALS

The JAO reserves the right to change the due date or issue addenda to the RFQ at any time. The JAO also reserves the right to cancel or reissue the RFQ.

If the responder needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the responder, and cross-referenced clearly to the relevant submittal section. **All such changes must be received prior to the deadline for submission.**

XV.   COST OF PREPARING SUBMITTALS

The JAO is not liable for any costs incurred by responders prior to issuance of or entering into a contract. Costs associated with developing the submittal, preparing the submittal, and any other expenses incurred by the responder in responding to the RFQ are entirely the responsibility of the responder, and shall not be reimbursed in any manner by the JAO.

XVI.   AUDIT OF RECORDS

The State Legislative Auditor or other auditors so designated by the JAO 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 responder 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 JAO.