



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

**RFP LASC-2018-04**

**REQUEST FOR PROPOSALS FOR  
INDEPENDENT LEGAL CONSULTANT FOR THE  
COURT CASE MANAGEMENT INFORMATION SYSTEMS OFFICE**

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**I. PURPOSE**

The Supreme Court of Louisiana (“Court”) invites qualified attorneys licensed to practice law in Louisiana with a degree or experience in Information Systems to submit proposals to serve as an independent legal consultant for the Court Case Management Information Systems (CMIS) office.

**II. SUBMISSION OF PROPOSALS**

Proposals must be received no later than **4:00 p.m. (CST) on Thursday, January 17, 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  
Office of the Judicial Administrator  
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-2018-04 Proposals for Independent Legal Consultant 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-2018-04 Proposals for Independent Legal Consultant for the Court Case Management Information Systems Office.”

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 Thursday, January 3, 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.

If there is more than one qualified proposer, written or oral discussions may be conducted with at least three, or two if there are only 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 RFP it submitted, its own qualifications for the services requested and any other area of inquiry relative to its proposal.

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. TIMETABLE FOR PROPOSALS**

<b>Issue date of RFP</b>	<b>Thursday, December 20, 2018</b>
<b>Deadline for receipt of questions</b>	<b>Thursday, January 3, 2019</b>
<b>Deadline for receipt of proposals</b>	<b>Thursday January 17, 2019</b>

### **IV. BACKGROUND**

The Supreme Court of Louisiana is the highest court in the State. The Court presently employs approximately 212 full-time employees. A large majority of Court employees are housed in the 400 Royal Street Courthouse or in other New Orleans locations, along with a small satellite office in Baton Rouge.

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.

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

## **V. SCOPE OF SERVICES**

Proposer will furnish legal services for completion of summaries and updates to the CMIS charge code tables for inclusion in a new Charge Code System to be housed in an On-Base customized solution. Specifically, charge codes will be added and modified within a relational computer database table for statewide usage within the criminal justice system, including the ability to improve capacity for statically analysis through improved data quality. Proposer will ensure that there is a matching CMIS charge code for each applicable change to the Louisiana Revised Statutes, Code of Criminal Procedure, and Children's Code, as well as provide input into the design and implementation of the new system.

## **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**

Proposer should provide their hourly rate.

### **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:

- Juris Doctorate or an equivalent degree from a law school accredited by the American Bar Association.

- Licensed by the State Bar of Louisiana and in good standing.
- A bachelor's degree in Information Systems; **or** a minimum of 5 years of experience in Information Systems.
- Experience mapping the law into a database structure.
- A minimum of 5 years of experience in Louisiana criminal law.
- Familiarity with Louisiana Charge Codes.
- Familiarity with amendments to the Louisiana Revised Statutes, Code of Criminal Procedure, and Children's Code.
- Ability to work independently.

## **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, the contract shall be canceled.