



Fulton County, GA

Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Interim Director

June 24, 2014

Re: 14RFP93286A-CJC, E-Filing System

Dear Proposers:

Attached is one (1) copy of Addendum No. 4, hereby made a part of the above referenced RFP No. 14RFP93286A-CJC, E-Filing System.

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Cheryl Cochran

Chief Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in Procurement Award • National Purchasing Institute



130 Peachtree Street, S.W., Suite 1168 • Atlanta, GA 30303 • (404) 612-5800

The following changes are hereby made:

1. The revised **Section 3, Proposal Requirements, Attachment 1**, included under **Addendum No. 2** is deleted in its entirety and replaced by Attachment No. 1 to this addendum, **Section 3, Proposal Requirements**.
 2. Responses to Questions submitted by interested proposers are included under this Addendum as an **Attachment**.
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ACKNOWLEDGEMENT OF ADDENDUM NO. 4

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time, **Wednesday, July 2, 2014 11:00 A.M. legal prevailing time.**

This is to acknowledge receipt of Addendum No. 4, _____ day of _____, 2014.

Legal Name of Proposer

Signature of Authorized Representative

Title

**SECTION 3
PROPOSAL REQUIREMENTS**

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than **Wednesday, July 2, 2014 at 11:00 A.M.** and must be addressed to:

**REQUEST FOR PROPOSALS 14RFP93286A-CJC
Fulton County Department of Purchasing & Contract Compliance
Public Safety Building
130 Peachtree Street S.W. Suite 1168
Atlanta GA 30303**

The Proposal shall consist of a Technical Proposal, a Cost Proposal and all documents listed on the Required Submittal Checklist (Exhibit 1). The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Cost Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS RFP _____
Project # and Title
[Technical or Cost Proposal]
Proposer's Name and Address**

3.1.2 Number of Copies

Proposers shall submit the following:

Technical Proposal, **one (1) original and ten (10) copies** on CD media in PDF format.

Contract Compliance Exhibits, one (1) original with the Technical Proposal marked "Original" and one (1) copy in a separate sealed envelope.

Financial Information, one (1) original with the Technical Proposal marked "Original" and one (1) copy in a separate sealed envelope.

Cost Proposal, one (1) original and one (1) copy in a separate sealed envelope.

All Proposals must be complete with all requested information.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3 SCOPE OF WORK

This proposal for e-filing via the internet shall be at no cost to the Courts of Fulton County. Further, as electronic filing forms and images are transmitted, the Proposer's system shall organize the filings and images on its own server; organize them by appropriately associating them within sub-files associated with the court case number, date and judge; provide the pleading name for the filing within that case file; provide the name of the party filing within that case file; place all filings within a case file in sequential order; and provide an associated image with each file. The e-filing system shall be fully integrated with the Odyssey case management system, including all upgrades, at no expense to the County. This system shall also include the ability to offer 24/7 access, with some customer support being offered outside the business hours of the Courts. The system shall be capable of accepting payments and transmitting those payments to the Court. An essential element of this proposal is ensuring that the Clerk of each Court maintains custody and control of all data and images filed by users over the Proposer's system. Proposer's system shall have the ability to accommodate bulk filings of certain case types, specifically those filed in Magistrate Court. The e-filing system shall also have the ability to serve all filed documents at no expense to the Court.

Services will be provided over the internet, the Justice Center Tower located at 185 Central Avenue, Atlanta, GA 30303, the North and South Services Centers located at 7741 Roswell Road, Atlanta, GA 30350 and 5600 Stonewall Tell Road, College Park, GA 30349, respectively.

This contract will affect all litigants filing in Superior Court, State Court, Magistrate Court and Probate Court.

3.4 PROJECT DELIVERABLES

Proposers must be able to assume the current e-filed cases in State Court within 30 days after the contract is signed and notice to proceed is issued by the Court. Proposer shall immediately confer with State Court and Magistrate Court to develop a staggered timeline to implement e-filing for all case types.

3.5 PROJECT SCHEDULE

Detailed transition plan with timelines and goals for service delivery to be included with project proposal.

Service Delivery to begin no later than 30 days after execution of the contract.

3.6 TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the Proposer's knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer's responses to the criteria described below.

The Technical Proposal shall be arranged and include content as described below:

Section 1 - Executive Summary

The executive summary shall include the following information:

1. Provide the legal name of the entity responding to this proposal.
2. Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc).
3. Include a brief statement of approach to the work, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns.
4. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.

Section 2 – Ability of the Proposer to provide the services requested in this RFP (Technical Requirements, usability, stability, and integration)

Proposers must submit the following information with their proposal:

1. **Management Approach.** An approach in completing the work identified in Section 3.3 Scope of Work.

2. **Project Plan.** Identify all major tasks, when the major tasks will start and finish, planned reviews of work associated with each major task, project completion date, and any other information that shall assist in the planning and tracking this project successfully. Describe methodologies including best practices and benchmarks to be used.
3. **Description of the Electronic Filing Application.** Describe the electronic filing application in detail. Printouts of sample computer screens shall be provided. Proposers shall identify which features are available in the current version of the Proposer's software. The proposer must be able to offer a timetable for completion of all items that are not currently available. All items must be completed, tested, demonstrated and approved as working properly for the Superior Court, State Court, Magistrate Court, and Probate Court before the e-filing software is implemented. The Proposer must identify how it will handle electronic receipting, notification, and service to the parties, and how it will notify those parties who do not have an email address. This description must also include how the filing will be date and time stamped. The proposed system must be able to receive requests from litigants that require a judicial order, and send the "signed" order back to the attorney/litigant. The proposed electronic filing system must indicate how documents, and/or transcripts might be electronically forwarded to the appellate courts, and how the notification of appeal would be electronically registered as the trial court and appellate court(s). The system must have the ability to file documents under seal or to otherwise limit access to certain documents. The proposed system must allow for review of filings by a clerk using a queue or similar mechanism prior to import into the Court's Case Management System, if desired. The proposed system must allow for independent configuration, management, and security for each implemented Court. Electronic filing in Magistrate Court will involve standardized forms, most of which may be handwritten and filed by pro se litigants. The successful Proposer should have tools to assist pro se litigants in filling out the standardized forms, preferably in fillable PDFs. All proposed user interfaces must be intuitive for pro se litigants, and have active help menus or options to allow user completion without Clerk or IT intervention.
4. **Proposer's Proposed Document Storage & Retrieval System.** The Proposer must fully describe the proposed document storage and retrieval system. This description must also include how documents will be indexed, selected and retrieved by Superior Court, State Court, Magistrate Court & Probate Court. Further, the Proposer must specify how it will ensure the Court maintains custody and control over an exact copy of all data and images filed over the Proposer's system, such as providing the Court with a server. Moreover, Proposer's must describe how they will facilitate, assist in or offer at no cost a scanning solution to ensure any paper document filed with the Court can be integrated with the proposed e-file system. The Proposer must identify how pro se and/or indigent litigants will be provided access to this system. Proposer must identify browser or plugin requirements, as this may limit accessibility for pro se and/or indigent litigants.

To adequately plan for local storage, Fulton IT requires from the successful proposer metrics including storage size estimates for both documents and reports. These metrics should include (but are not limited to) the following values:

- Storage requirements from similar-sized current clients
- Storage estimates by court type
- Storage estimates by case type

- Breakdowns for document imaging vs. reporting

- 5. Revenue Sharing.** Revenue sharing with the Court shall be a contractual element and Proposers should specify the business model and contractual terms for proposed revenue sharing.
- 6. General Public Access to the Imaged Files.** The Proposer must identify how the general public will gain access to the imaged files. The Proposer must identify any **fees in the cost proposal only** for general public access, how the information will be protected from changes and manipulation while the public is accessing the information, whether they will have a capacity to print, and what capacity the court will have to add a "cost recovery fee" on these transactions. The Proposer must also identify security measures to limit access to certain documents.
- 7. Proposer's Proposed Hardware Architecture.** The Proposer must supply a complete description of the hardware platforms that the Proposer will use to support the system; including an architectural diagram (any hardware supplied to the County must meet or exceed current County requirements). The hardware specifications that the courts and attorney subscribers will need in order to use the system must also be identified. The hardware requirements must include a detailed description of the recommended personal computer specifications.
- 8. Proposer's Proposed Network/Telecommunication Requirements.** The Proposer must supply a complete description of the network/telecommunications that it will provide for the system, including a network diagram. The Proposer will also identify the specifications of any networking/telecommunication requirements the courts or attorneys will need in order to support the system. Any networking and/or telecommunication requirements/upgrades for the county to support the proposed system must meet or exceed current IT standards and be provided by the vendor at no cost to the County.
- 9. Proposer's Proposed Software/Application/Upgrade Requirements.** The Proposer must supply a complete description of the software/application/hardware and future upgrades that it will provide to the Court. This should include the method and timing of updates, and any cost associated with receiving the latest updates to software during and post implementation. Any proposed software/application running on the County network must meet current County IT standards (operating system, database, etc.). See Appendix A for current IT standards. The Proposer will also identify the specifications of any software/application upgrades the courts or attorneys will need in order to support or access the system. The Proposer must also identify its method of integration with the County's current case management system, Odyssey by Tyler Technologies, including continued integration to account for updates and/or upgrades to the case management system.
- 10. Proposer's Proposed Accounting System.** The Proposer will describe in detail the accounting system that will be used to track fees paid by the courts and attorneys, and how statutory filing fees will be transferred to the courts, their banking institutions and the timeframe of funds deposited each court account.
- 11. Proposer's Proposed Electronic Signature Solution(s).** The Proposer must provide at least one electronic signature solution for electronic filing. This solution could be either: electronic, digital, or imaged. The preferred solution is electronic. The Proposer must describe how their solution(s) comports with existing signature rules.
- 12. Proposer's Proposed Security System.** The Proposer must provide a complete

description of the security that will protect the e-file, e-access, and all County applications used by the courts. This description should include hardware/firewalls, control over user IDs and passwords. The security system must also fully describe how the system will handle cases that are sealed or expunged. The Proposer must agree that the security must be approved and subject to audits by Fulton County IT and each court designated personnel.

- 13. Proposer's Proposed Marketing Strategy.** The Proposer must supply a marketing strategy for attorney subscriptions to this electronic filing system, and how will it effectively market the new system to all end users.
- 14. User Response Time.** The Proposer must indicate the average "user" viewing response time for the various functions of the system. The user response time refers only to server and network response time (i.e. transaction time) – not the functional time required to process a case.
- 15. Warranty Designation and Support Service.** The Proposer must supply a complete plan how the Proposer will support the system for all Courts and the private subscribers. The Proposer must provide an accurate and complete statement designating the promises and warranties, and any disclaimers of warranties, limitations or motivations of remedies, of liquidated damages, of any third party, such as the manufacturer of the equipment, to be provide wither directly or indirectly to purchaser of the goods.
- 16. Installation Schedule.** The Proposer must provide a detailed project plan with the proposal. The plan must include details to support the following basic tasks: Development of the Electronic Filing Application; Integration with Odyssey; Implementation of Marketing Plans; Hardware Acquisition; Hardware Installation; Training; and a Roll-Out Schedule. All hardware purchases or installations are at the expense of the Proposer.
- 17. Training and Customer Service.** The Proposer must provide a training plan. This plan must include the training of court personnel and other users of the Proposer's system, including attorneys and other high-volume customers. Training provided to court personnel will be at no charge to the Courts or to Fulton County. The training plan should also include intentions of providing continuous and regular customer support and training by Proposer's employees who are locally or regionally based. The successful Proposer will include a training manual for staff and Public users in the courthouse. Proposer must identify its customer service support for end users, including the hours that live support is available.
- 18. Court Orders.** The Proposer should state if it is currently under, or anticipates any, indictment or court order or investigation by any government regulatory agency which would affect in any way the Proposer's ability to provide the requested service to the Courts, or if it is subject to any extraordinary regularity oversight.
- 19. Working System.** Proposers must be able to demonstrate a working example of their e-filing system to the RFP evaluation committee members.

Section 3 – Project Team Qualifications/ Qualifications of Key Personnel

1. Provide resumes for each of the key personnel proposed for this project with

specific emphasis on the Project/Program Manager.

All proposed key personnel must have at least a minimum of one (1) year of work experience in implementing e-file systems with courts comparable in size and filings to the State Court of Fulton County.

The Project Manager must have a minimum of one (1) year of experience in implementing e-file systems with courts comparable in size and filings to the State Court of Fulton County within the past three (3) years.

2. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:
 - Name and Title
 - Professional Background
 - Current and Past Relevant Work Experience
 - Include two (2) references for each key personnel member on similar projects.

Section 4 - Availability of Key Personnel

- (1) Percentage of time key personnel will spend on this project
- (2) Current workload of key personnel

Section 5 - Local Preference

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business' submission of its proposal or bid as applicable.

In order to receive the Local Preference points of five (5) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP.

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.

The following supporting documentation must be provided:

- Copy of occupational tax certificate (business license) from Fulton County or a city located within Fulton County, or;
- Copy of a lease or rental agreement, or;
- Proof of ownership interest in a location within the geographical boundaries of Fulton County.

1. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide the residential address of the business owner(s).

2. Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a "0" (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed "non-responsive" and shall not be considered for award of the applicable contract.

Section 6 – Service Disabled Veterans Preference

Service Disabled Veterans Business Enterprise Preference is given to businesses that are independent and continuing operations for profit, performing commercially useful functions, and which are owned and controlled by one or more individuals who are disabled as a result of military service who have been honorably discharged, designated as such by the United States Department of Veterans Affairs, and is located within the geographic boundaries of Fulton County. The Service Disabled Veteran Business Enterprise ("SDVBE") must be certified as such by the County's Office of Contract Compliance.

In order to receive the SDVBE Preference points the Proposer must submit a copy of their certification letter from the Office of Contract Compliance and certify under oath that it is eligible to receive the SDVBE preference points by signing and submitting Form I, Service Disabled Veterans Preference Affidavit located in Section 5 of this RFP.

Section 7 – Cost

Cost will be evaluated in two parts. Each part will be weighted at 5 points, for a total of 10 points for the cost proposal evaluation.

Part 1: Total Cost to provide service

The respondent with the lowest Total Cost to the Courts and Litigants will receive the full 5 points. The Total Cost to provide the service will be determined by the

following formula:

Cost to Courts plus (+) Cost to Litigants = Total Cost
[Column A + Column B = Total Cost]

For respondents with the second, third, fourth, etc., their total costs will be divided into the lowest cost and multiplied by 5, the total points allowed for cost.

The County has established the following formula to evaluate cost proposals for Request for Proposals (RFP):

Lowest cost submitted

Each successive cost X Points allocated for cost in RFP = Cost proposal score

Part 2: Revenue Sharing

Proposers can submit the Revenue Share Model, either based upon cases or transactions as described below. Proposers can only submit a Cost Proposal for either 2A or 2B, not both below:

2A: Transactions Revenue Share Model Formula

If the Proposer submits a revenue share model based upon the number of transactions, with the Court immediately getting a share with the first transaction, then that model would get 5 points. Points will be allocated based on the number of transactions as listed below:

Number of Transactions	Point Allocation
1-150k	5 pts.
151k – 300k	3 pts.
300k & above	1 pt.

OR

2B: Cases Revenue Share Model Formula

If the Proposer submits a revenue share model based upon the number of cases filed, with the Court immediately getting a share with the first case filed, then that model would get the full 5 points. Points will be allocated based on the number of cases filed as listed below:

Number of Cases	Point Allocation
1-10,000	5 pts.
10,000 – 25,000	3 pts.
25,000 & above	1 pt.

Section 8 – Past Performance

Identify three (3) projects where the Proposer has performed projects similar in size and filings with entities comparable to Fulton County within the past three (3) years. Limit your response to one (1) page per project; please provide the following information for each project:

- The name of the project, the owner, year performed and the project location.
- A description of the project.
- A reference, including a contact name, addresses and phone number. This reference should be the owner's staff member who was in charge of the project for the owner.

Section 9 – Proposer Financial Information

It is the policy of the County to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work.

If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime contractor.

The following documentation is required in order for the County to evaluate financial responsibility:

- a. Provide your firm's most recent balance sheets.
- b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report.
- c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.
- d. Provide a sworn statement that your firm has not filed petition(s) for federal bankruptcy or state insolvency. The statement must be notarized.

Section 10 – Disclosure Form and Questionnaire

It is the policy of Fulton County to review the history of litigation of each Proposer that includes bankruptcy history, insolvency history, civil and criminal proceedings, judgments and termination for cause in order to determine whether a firm's business practices, legal practices and overall reputation in the industry is one that would be acceptable to perform work for Fulton County. The Disclosure Form and Questionnaire is provided in Section 5, Proposal Forms, Form D.

3.5 COST PROPOSAL FORMAT AND CONTENT

The Cost Proposal shall be provided in a **separate sealed envelope**. The Cost Proposal shall include current information and shall be arranged and include content as described below:

Section 1 - Introduction

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

Section 2 - Completed Cost Proposal Forms

The Proposer is required to complete **all** of the Cost Proposal Forms provided on the following page.

COST PROPOSAL FORMS
(SUBMIT IN SEPARATE SEALED ENVELOPE)

Part 1: Total Cost to provide service

Cost to Courts plus (+) Cost to Litigants = Total Cost
[Column A + Column B = Total Cost]

No.	Service	A Cost to Courts	B Cost to Litigant	C Total Cost
1.	The cost, if any, of additional hardware for the Courts.			
2.	The cost, if any, of additional hardware for litigants			
3.	The cost, if any, of additional network requirements for the Court.			
4.	The cost, if any, of software for litigants			
5.	Any monthly/annual fees required of the Court.			
6.	Any monthly/annual fees required of the litigants.			
7.	All user fees for the Court. Please be specific, including filing and service costs. Any charges not specifically identified in this section will not be permitted in the contract.			
8.	All user fees for the Litigant. Please be specific, including filing and service costs. Any charges not specifically identified in this section will not be permitted in the contract.			
9.	Cost, if any, associated with software version upgrades.			
10.	Cost, if any, to integrate Proposer's e-filing system with the Court's current case management system.			
11.	Cost, if any, to migrate any existing e-filing data from the Court's current e-file vendor, File & Serve Xpress.			

COLUMN A COST TO COURTS	COLUMN B COST TO LITIGANTS	COLUMN C TOTAL COST

The following are responses to questions submitted by letter via e-mail dated June 20, 2014: The questions to the responses below are on the following page:

1. Cost information should not be included in the technical proposal. Section 2.5 Revenue Sharing is not asking for a cost. It specifically state that the Proposer should specify the **business model and contractual terms** be submitted in this area; Additionally, in clarifying the second part of your question, this section is not asking for you to submit your cost in this area but provides you information on how your cost should be submitted and how your cost will be evaluated.
 2. Financial Information will be added by an addendum.
 3. Past Performance/Relevant Project Experience will be added by an addendum
 4. The three references will be required under Past Performance /Relevant Project Experience by an addendum
 5. This is a standard form and no revisions can be made at this time
 6. The proposer can differentiate the costs within the section entitled "All user fees for the litigant. Please be specific." Those directions along with the language "Any charges not specifically identified will not be permitted" makes it clear that the proposers need to list everything.
-

June 20, 2014

Mr. Charlie Crockett CPPB
Assistant Purchasing Agent
Fulton County Department Of Purchasing & Contract Compliance
130 Peachtree Street, S.W. Suite 1168
Atlanta GA, 30303-3459

Re: PROPOSAL: 14RFP93286A-CJC Addendum No. 2

Via E-MAIL: charlie.crockett@fultoncountyga.gov
Acknowledgement of receipt requested

Dear Mr. Crockett:

Thank you for the clarifications of Addendum No. 2.

We have additional questions regarding PROPOSAL: 14RFP93286A-CJC E-Filing System For Superior Court Clerk, State Court, Magistrate Court and Probate Court ("Court or Court(s)") that we feel need further clarification or additional documentation based on the release of Addendum 2.

We appreciate your efforts in a timely response so that we and the other respondents can provide the most accurate and competitive responses to the Request for Proposal ("RFP").

The questions are as follows:

1. Our understanding is the County does not want bidders to include cost information in the Technical proposal. For clarification purposes, we respectfully recommend the following be removed from the Technical proposal:
 - a. Section 2.5, Revenue Sharing
 - b. Section 7 (Cost)
2. Will the County please clarify if bidders should include Financial Information with their proposal submission? Section 3 Proposal Requirements for the Technical Proposal, Section 9.0 (Financial Information) was removed in the Addendum. However, the Required Proposal Submittal Check List includes providing Financial Information in Items 6 and 8.
3. Will the County please clarify whether Past Performance/Relevant Project Experience should be included in the Technical Proposal response? Section 3 Proposal Requirements for the Technical Proposal, Relevant Project Experience (formerly Section 8) was removed in the Addendum. However, the Required Proposal Submittal Check List includes Relevant Project Experience in Item 8.
4. Will the County confirm that bidders are not required to include three references in their proposal submissions? Item 8 on the Required Proposal Submittal Check List, requires the submission of

Project Team Qualifications/Qualifications of Key Personnel. However, the Project Team Qualifications required in the initial RFP were removed.

5. Will the County consider revising the order of items in the Required Proposal Submittal Check List for the bidders to understand which items are required in each proposal volume?
6. Part 1 of the Cost Proposal Forms includes a list of services for one-time costs, monthly/annual fees, and user fees together with columns for costs to courts, costs to litigant, and total costs for each service. User fees are typically charged on a transaction thus the total will vary but the unit price would not. The form also includes grand totals for costs of all services to courts, litigants, and total costs. Section 3.3 of the Addendum 2 specifically states "...shall be at no cost to the Courts of Fulton County".

Will the County consider revising the pricing table to aggregate the services for one-time costs, monthly/annual fees, and user fees into separate sections with total costs summarized for each section? If not, please clarify how the County would like the costs for monthly/annual fees and user fees to be presented in order to be properly included in the column totals.

An "example" to compare litigant costs from each vendor submitting a response might be something like the table below.

Number	Service	One Time Cost to Litigants	Monthly or Annual Cost to Litigants	Per Transaction Cost to Litigants
1	The cost, if any, of additional hardware for litigants			
2	The cost, if any, of software for litigants			
3	Any monthly/annual fees required of the litigants.			
4	All user fees for the Litigant. Please be specific, including filing and service costs. Any charges not specifically identified in this section will not be permitted in the contract.			
5	Cost, if any, associated with software version upgrades.			
6	Cost, if any, to integrate Proposer's e-filing system with the Court's current case management system.			
7	Cost, if any, to migrate any existing e-filing data from the Court's current efile vendor, File & ServeExpress.			
Total				

Thank you again for your time and have a good weekend.

The following are comments from the proposed vendor to the County's response to question no. 6 above, submitted by letter via e-mail dated June 23, 2014:

June 23, 2014

Ms. Cheryl Cochran

Chief Assistant Purchasing Agent
Fulton County Department Of Purchasing & Contract Compliance
130 Peachtree Street, S.W. Suite 1168
Atlanta GA, 30303-3459

Re: PROPOSAL: 14RFP93286A-CJC Addendum No. 2 Questions Response

Via: Cheryl.Cochran@fultoncountyga.gov.
Acknowledgement of receipt requested

Dear Ms. Cochran:

Thank you for the clarifications of Addendum No. 2 clarification questions.

The answers provide adequate clarification for us to proceed. We will await the noted amendment to the RFP for the questions requiring such.

On the Courts' clarification of question #6, "The proposer can differentiate the costs within the section entitled "All user fees for the litigant. Please be specific." Those directions along with the language "Any charges not specifically identified will not be permitted" makes it clear that the proposers need to list everything.

We will provide a table and narrative as an appendix to the pricing proposal so that as much clarity is possible in communicating the various costs to litigants to differentiate between unit charges of which the total is unknown while adhering to the RFP rules around no costs to the Courts. This should meet with the terms of being very specific.

We appreciate your efforts on the timeliness of the response.