

City of Seattle Request for Proposal # ITD-170219
Options Analysis for MCIS 2.0 Replacement Project
Addendum

Dated: 09/7/2017

The following is additional information regarding Request for Proposal # ITD-170219, titled "Options Analysis for MCIS 2.0 Replacement Project" released on 08/30/2017. The due date and time for responses will remain as 09/15/2017 @ 1:00PM (Pacific). This addendum includes both questions from prospective proposers and the City's answers, and revisions to the RFP. This addendum is hereby made part of the RFP and therefore, the information contained herein shall be taken into consideration when preparing and submitting a proposal.

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Item #	Date Received	Date Answered	Consultant's Question	City's Answer	RFP Revisions
1	9/1/2017	9/5/2017	The reference to seeking a consultant, does it indicate supplier provide staffing of consultant(s) or is the requirement for only one consultant?	There is no specific lower number of consultant(s) for this contract. Staffing of the consultant firm (or individual) is not provided by the City and should be factored into the RFP response.	N/A
2	9/1/2017	9/5/2017	Can we propose multiple consultant(s) for Options Analysis of 3 possible replacement approaches?	Yes.	N/A
3	9/1/2017	9/5/2017	Is City inclined to any specific off the shelf solution or something like top 2 from which City expects the consultant to perform options Analysis? If so can we get the names of the CMS applications?	The City is not inclined toward any specific off the shelf solution.	N/A
4	9/1/2017	9/5/2017	For the second approach i.e., Build New, is it acceptable for City for the consultant to perform assessment with a combination of off the shelf solution + consultants team add newly built features to this existing solution approach?	A consideration of a COTS based product as part of the solution would land such an example in the first category, Buy. The City has the understanding that any COTS based approach may result in multiple COTS products and/or some customization in order to meet the requirements.	N/A
5	9/1/2017	9/5/2017	Is it expected option analysis will be solely done by one consultant/supplier?	No. The City expects the consultant to use all resources they feel necessary to adequately assess our options.	N/A
6	9/1/2017	9/5/2017	Is City inclined towards open source technology platform solutions or can it be such as	The City prefers vendor driven platform options vs open source technology. Given the criticality and sensitivity of the information the risk would	N/A

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			Microsoft technology driven CMS solutions?	most likely be too high to develop on an open platform for this solution.	
7	9/1/2017	9/5/2017	Assumption - As part of this RFP City expects only consultant(s) who can do the option analysis to finally determine the schedule/costing/plan/advantages for each replacement approach, correct?	Several consultants with expertise in the different options may join together to respond to this RFP. Staffing of the consultant firm (or individual) is not provided by the City and should be factored into the RFP response.	N/A
8	9/1/2017	9/5/2017	As part of response to the RFP, City expects able consultant(s) who can perform the much critical Options Analysis for 3 possible replacement approach, correct?	Same answer as above (Q7).	N/A
9	9/1/2017	9/5/2017	Response to this RFP doesn't have to include proposed off the shelf solution, correct?	Correct. This options analysis is meant to determine whether the City should use an off the shelf solution and if that was the decision of the City then the resulting RFP would make the determination of which vendor package would be deployed.	N/A
10	9/1/2017	9/5/2017	Response to this RFP doesn't have to include proposed pilot courts information and other details as part of the proposal, correct?	Correct. The pilot courts information and other details would be part of the work product of the contract.	N/A
11	9/1/2017	9/5/2017	Response to this RFP doesn't have to include proposed pilot courts information and other details as part of the proposal, correct?	Duplicate question (see Q10).	N/A
12	9/1/2017	9/5/2017	Is it expected that the supplier/consultant provide response to all three replacement approaches with detailed assessment methods and system analysis best practices to be followed by consultant? Such as	Yes, to first part of the question. Part a – the supplier/consultant does not have to propose which COTS system is recommended but rather which COTS evaluated according to the criteria set out in the RFP.	N/A

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			<p>a. In response is it expected supplier/consultant propose which off the shelf tool/application to be proposed for approach 1</p> <p>b. In response is it expected to mention which technical stack, hosting platform, and detail CMS features with a WBS and sprint plan, maintenance plan etc.?</p> <p>c. In response is it expected supplier/consultant propose an AOC CLJ – CMS solution, and with impact analysis?</p>	<p>Part b – Solutions Architecture decisions are not intended to be the result of this engagement. The expectation is that the vendor would be able to identify ranges in cost for the various platforms being considered including high and low range.</p> <p>Part c. -- Yes</p>	
13	9/1/2017	9/5/2017	Is there a tentative timeline that City wants its consultant(s) to complete options analysis?	The City is interested in a quality, responsive work product and prefers the consultant(s) tell us how long it would take to complete such.	N/A
14	9/1/2017	9/5/2017	Is this work entirely to be done from onsite i.e., from City’s premises OR can this be done onsite/offsite/offshore (a nearby consultants office location)?	Consultant(s) should plan to be on site sufficiently as needed to engage with necessary court leadership and staff to gather necessary information. Touchdown space may be provided if specified as necessary on site. However, consultant is not expected to perform all work on site at the Court. Offshore work would be less desirable; offsite work (consultant office or work location) is fine.	N/A
15	9/5/2017	9/5/2017	Will interviews be onsite?	Per Section 8 – Round 3: Interviews (Page 15) of the RFP, interviews may be in person in Seattle or by Skype.	Section 8, under ‘Round 3: Interviews’: “Interviews may be in person in Seattle or by video capable Skype”.
16	9/5/2017	9/5/2017	Is one electronic (flash drive) copy required, or five?	One.	Section 6, under ‘Hard Copy Submittal’: “...and (1) electronic (flash drive)...”
17	9/5/2017	9/5/2017	Is there a compelling deadline or event driving the completion of this project?	No, there is no specific event driving this timeline. The current CMS is an aging technology that must be addressed.	N/A

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18	9/5/2017	9/5/2017	Is there any information to share about the CMS chosen by the AOC?	Yes, AOC has recently selected Journal Technologies as the CMS for CLJ and is currently in contract negotiations with this vendor. More information can be found on the Washington State AOC website.	N/A
19	9/5/2017	9/6/2017	Is Skype the only system acceptable for video based interview, or could we use WebEx or GoToMeeting with the video option?	Skype is the only system acceptable for a video based interview.	N/A
20	9/5/2017	9/6/2017	How many days in advance will you notify the consultant for the September 25 interview?	Interview announcements will be made on Friday, September 22. Interviews will occur the week of September 25 th .	N/A
21	9/5/2017	9/6/2017	Could the references requested in section (e) of the Proposal Response include work by the proposed consultant before joining our firm?	Yes.	N/A
22	9/5/2017	9/6/2017	How is the payment for the services structured? Is it paid monthly based on the number of hours, or is it based on deliverables?	It will be based on the deliverable.	N/A
23	9/5/2017	9/6/2017	What is the criteria for acceptance of the analysis deliverables?	Project Steering Committee approval.	N/A
24	9/6/2017	9/7/2017	Can the City provide the list of pre-proposal conference attendees?	Yes, we will post an addendum with just this information.	N/A
25	9/6/2017	9/7/2017	Has the City already been working with a consultant on previous phases of the MCIS replacement project? If so, please describe the scope of work and firm name.	MCIS 2.0 Replacement Project consists of 2 phases. This Options Analysis RFP is for Phase 1. We are currently in contract negotiations with a firm (to be announced once a contract is	N/A

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				signed) to provide quality assurance oversight services for Phase 1 of this project.	
26	9/6/2017	9/7/2017	Can the City provide the budget for the Options Analysis work?	The City is interested in a quality, responsive work product and prefers the consultant(s) propose a budget and provide rationale to support this budget.	N/A
27	9/6/2017	9/7/2017	Can the City share the Executive Sponsor for the project (role only, name not necessary)?	Presiding Judge Karen Donohue of Seattle Municipal Court is the Executive Sponsor for the MCIS 2.0 Project.	N/A
28	9/6/2017	9/7/2017	How are the roles of SMC and Seattle IT envisioned for the Options Analysis engagement including data collection and deliverable reviews?	The MCIS 2.0 Project Steering Committee will oversee the data collection and deliverable reviews for the Options Analysis. The MCIS 2.0 Program Manager, Alison Crompton, will lead this process with guidance from the Project's Co-Sponsors, Ryan Meeks, Director of Planning and Strategy, Seattle IT, and Beth Baldwin, Court Administrator, SMC.	N/A
29	9/6/2017	9/7/2017	The open period for this solicitation is relatively short (less than 3 weeks); however, the performance schedule appears flexible, based on the scope of work. Are there time constraints driving the procurement schedule? If so, can you share what those are?	The project schedule envisions the Options Analysis work kicking off at the beginning of October, with a Procurement RFP being released in Q1 of 2018. Fidelity to the schedule and budget cycles are important. Please see responses to Q13 and Q17.	N/A
30	9/7/2017	9/7/2017	Section 5.2 indicates that the Consultant will "identify the top COTS vendors for CMS use by Courts of Limited Jurisdiction (CLJ) throughout the United States." Will the city please define the term "top" in this statement? As an independent and objective consulting firm, we	We are looking to the Consultant to provide the process and methodology to evaluate COTS based on their expertise. Exhibits 1 & 2 and items listed under Section 5.2 can be used as a framework for this evaluation.	N/A

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			<p>understand that there are many criteria with which to measure the status and standing of a CMS vendor, and want to ensure that we are using the same criteria as being defined by the City. Typically, the determination of determining vendors that are most responsive to, and best meet the full needs of, the Court is a result of a full RFP (including comprehensive definition and prioritization of requirements). We understand that this consulting engagement is to compare and contrast the three options, and as such, does not yet involve the development of requirements and an RFP. Thus, the term “top” can be subjective, so we want to make sure that we understand the needs of the City in order to identify the vendors and solutions that best meet the City’s needs.</p>		
31	9/7/2017	9/7/2017	<p>Has the City identified a budget for this consulting effort and, if so, could that budget be shared?</p>	<p>See response to Q26.</p>	N/A
32	9/7/2017	9/7/2017	<p>May the Proposal Response be provided in a separate document, with each item represented as a section, providing that all requested information is clearly outlined?</p>	<p>The Proposal Response can be a separate document, but must be submitted as part of the final package, following guidelines listed in Section 6.6 and Section 7.</p>	N/A

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33	9/7/2017	9/7/2017	<p>Re. section 8 of the RFP, Selection Process, Round 2, Cost Proposal.</p> <p>The RFP states 'Each of the four criteria has a maximum of 5 points'. What are the four criteria?</p>	<p>The reference to the four criteria is not applicable to this RFP and is officially removed.</p>	<p>The Paragraph below the table in Section 8 is amended to read as follows:</p> <p>"Cost Proposal will be scored as follows: The lowest max hourly price will receive the maximum amount of points available for each of the four criteria. Each of the four criteria has a maximum of 5 points. Higher max hourly prices will receive a percentage of the maximum amount of points available. The following calculation will be used to assign points: Lowest Max Hourly Price / Proposed Max Hourly Price x Max Points = Points Awarded."</p>
34	9/7/2017	9/7/2017	<p>In addition to hourly rates, how will the City evaluate the actual total cost to the City of the overall Options Analysis (i.e., the total firm fixed price)?</p>	<p>See responses to Q26, Q23, and Q22.</p>	N/A
35	9/7/2017	9/7/2017	<p>Please describe the business relationship between National Center for State Courts (NCSC) and Seattle Municipal Courts and how NCSC is involved with the replacement of the Seattle's Municipal Court Information System?</p>	<p>NCSC has provided consulting services to SMC in previous years. NCSC has not provided any services for the MCIS 2.0 Project.</p>	N/A
36	9/7/2017	9/7/2017	<p>Representatives from National Center for State Courts (NCSC) attended the preproposal meeting.</p>	<p>No, this does not disqualify NCSC from submitting a proposal as the product is to deliver an unbiased, objective evaluation of all</p>	N/A

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			Considering that the Washington State Court Administrator, Callie Dietz, is the Vice Chair of NCSC Board of Directors, is NCSC disqualified from submitting a proposal for this RFP?	3 options, not to provide a recommendation as to which option is best. The decision for which solution The City and SMC will pursue will be determined by the Project Steering Committee.	
37	9/7/2017	9/7/2017	Is the City of Seattle receiving any grants or State funding for this project?	No.	N/A
38	9/7/2017	9/7/2017	Was there a Request for Information (RFI) issued related to this RFP or project? If yes, would the selected consultant have access to the RFI responses?	No, an RFI was not issued for this project.	N/A
39	9/7/2017	9/7/2017	Can we get copies of the prior studies of the SMC referenced on (pg. 4) of the the RFP?	Copies of prior SMC studies will be made available to the Consultant announced as the Successful Proposer.	N/A
40	9/7/2017	9/7/2017	Are the criteria (pg.15) for the proposal response evaluation based on the "firm fixed price" or the "hourly rate."	The evaluation will be on the Firm Fixed Price. See answer to Q33	N/A
41	9/7/2017	9/7/2017	On the City of Seattle Consultant Questionnaire, (page 6) includes the Equal Benefits Compliance Declaration. Is this declaration to be included with a bidder's proposal or only after contract award? If with a proposal, is there any additional documentation that needs to be provided with the declaration?	The declaration is to be completed as part of the questionnaire and submitted with consultant's proposal. No other documentation is required unless specifically stated in the Consultant Questionnaire.	N/A
42	9/7/2017	9/7/2017	On the Minimum Qualifications document, (section 3), "The	We are interested in Consultants that have experience working with a commercially	N/A

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			Consultant has completed a minimum of one project for a commercially available Case Management System." Does this mean that the client was a CMS VENDOR or that the client PURCHASED a commercially available Case Management System?	available CMS (as a vendor or as a client purchaser).	
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