

***First Judicial District of Pennsylvania's ("FJD")
Request for Proposal ("RFP")***

For

***Domestic Relations Electronic Filing Application
Services***

Dated October 23, 2025

***VENDOR'S QUESTIONS AND ANSWERS ("Q&A")
<http://courts.phila.gov>***

Q1) Can the FJD elaborate on what you it means by "configurable workflows" (Scope of Task, section 2a)?

Within the e-Filing application, the FJD would like to route documents and/or alerts from submission to approval. For example, from worker to supervisor for review and approval.

a. What specific use cases is the FJD trying to support?

This application would be exclusively used for support case types.

Q2) Within the Scope of Task, Sections 2(a) and 2(b) reference the development of portals. Could the FJD clarify which systems or applications these portals are expected to integrate with, and whether separate portals will be required for attorneys and self-represented litigants?

The FJD does not expect this application to integrate with existing case management system. Separate portals for attorneys and self-represent litigants are not necessary.

Q3) How would the data be transmitted into the First Judicial District's system?

We do not anticipate any data being electronically transmitted into FJD's case management system. The e-Filing solution would be a stand-alone application used by staff in conjunction with our case management system.

Q4) Can the FJD elaborate on what is meant by "fixed price"? Is this a yearly fee, if running multiple years? One price for the life of the contract? Something else?

Yearly fee with the understanding that once the Pennsylvania Bureau of Child Support Enforcement ("BCSE") successfully implements an integrated e-Filing solution into the Pennsylvania Automated Child Support Enforcement System ("PACSES") funding for any stand-alone application would no longer be available.

Q5) What is the expected annual number of filings for this case-type?

In 2024 there were more than 21,000 child support related filings. However, e-Filing will not be mandatory. Attorneys and self-represented litigants will still have the option to file in-person. We would also be interested in utilizing this solution to allow attorneys and self-represented litigants to electronically submit case-related documents that are not necessarily filings.

Q6) What is the expected go-live date of the e-Filing application?

The expectation for go-live would be in calendar year 2026.

Q7) Where and when will answers to vendor questions, as well as any other relevant information, be posted?

About one week after October 17, 2025, which is the deadline to submit questions, Vendor's Questions and Answers will be posted on the FJD's Procurement website:

<https://www.courts.phila.gov/departments/procurement/>

Q8) Will there be a vendors' conference before the deadline? If so, when?

No.

Q9) When does the FJD expect the contract to be awarded?

At the conclusion of the RFP process.

Q10) What is the FJD's budget for this project?

FJD does not have a specific budgeted amount to relay currently.

Q11) Is PA expecting to host the CMS/e-Filing solution, and that's why compliance with OIT and PACSES networks is mentioned?

The e-Filing solution should be a web-based application accessible via the FJD and PACSES networks. FJD is not looking for an application that would be installed and exclusively accessed via the FJD and/or PACSES networks.

Q12) What requirements are set forth by both the Pennsylvania Automated Child Support Enforcement Systems ("PACSES") network and the City of Philadelphia's Office of Innovation and Technology ("OIT") built CityNet network?

FJD has decided to request the e-Filing solution to be a web-based application accessible via the FJD and PACSES networks. Therefore, FJD's Information Technology department can work with PACSES and OIT as needed on any requirements (e.g., ensuring firewall rules allow traffic on specific port(s)).

Q13) Under Section 5, Criteria for Selection, there are references to several factors not included in Section 4, Information Required from Vendor, such as Vendor's Qualifications and Understanding the Problems and Needs. Could the FJD clarify how these should be incorporated into the proposal format outlined in Section 4, or alternatively provide an updated format to ensure vendors can align their responses accordingly?

Vendors can use their discretion and have historically incorporated Vendor's Qualification through their detailed Work Plan as well as their list of references and similar projects requiring experience and expertise in which specific personnel have been involved. Please see 4(a), (b) of the RFP. Likewise, Vendors have historically incorporated Understanding the Problems and Needs by identifying them along with detailing how Vendor's solution will meet or exceed what is required within the Work Plan. Please see 4(a) of the RFP.

Q14) Can you provide approximate volume estimates?

a. Number of internal system users?

It is anticipated that internal users will be approximately 60-75.

b. Total filings per year?

See Q5.

c. Filings per year per case type?

This e-Filing solution will be exclusively used for support case types. See Q5.

Q15) Regarding Section 6, Additional Conditions Governing the Procurement Process, item (c) Surety for Proposals, could the FJD clarify if a bond is required with this proposal?

A bond is not required with this proposal.

Q16) Will the FJD accept proposals that are electronically signed (i.e. through DocuSign)?

Yes.

Q17) Can the FJD confirm that only one physical copy of the proposal is to be mailed? Would the FJD like an electronic copy on a flash drive as well?

Yes, one physical copy of the proposal is required. Vendor has discretion to include an electronic copy, but it is not required.

Q18) Can the FJD provide more information regarding the integrations? Will the vendor have access to API Documentation?

We do not anticipate any data being electronically transmitted into FJD's case management system. The e-Filing solution would be a stand-alone application.

Q19) Is there an existing case management or document imaging system in addition to PACSES within Domestic Relations that this e-Filing solution must interface with?

There is an imaging/document management component (i.e., PACSES Imaging) within the PACSES application; however, integration into this application is beyond the scope of this project.

Q20) Is there a target implementation or go-live date the FJD would like vendors to align with?
See Q6.

Q21) Will any in-person activities be required, or is remote implementation acceptable?
FJD is willing to remotely participate in discussions regarding planning and development of the solution but would prefer on-site support during the early phases of implementation.

Q22) Can the FJD provide a list of all documents that should be system generated (guided workflows) along with PDF/Word templates or weblinks to download those?

This application would be for support case types only. Some of the support documents that would be generated and submitted via this application can be found at the FJD website. See link below. However, FJD intends to significantly expand the documents eligible to be generated and submitted electronically.

<https://www.courts.phila.gov/common-pleas/family/dr/>

Q23) Will the FJD recognize Veteran-Owned or Service-Disabled Veteran-Owned Business certification for participation consideration under the M/W/DSBE evaluation category?
Yes.

Q24) Can the FJD provide a list of each case type that will be processed in the e-Filing system?
See Q1a.

Q25) Will e-Filing for these case types be mandated?
No. Filers (attorneys and self-represented litigants) will have the option to file in-person or via the e-Filing portal.

Q26) To ensure timely receipt of the bid and to promote environmentally sustainable actions in line with national trends, would the district consider allowing vendors to submit proposals that are electronically submitted by email submission instead of paper submission?
See Q17.

Q27) If hard copies are required how many hard copies are required?
See Q17.

Q28) Under scope of task C

- a. Could the FJD elaborate on what data agnostic document management component means?*

FJD would like the solution to handle and process documents of various data formats.

b. *How does FJD envision a platform utilizing fillable PDFs?*

After creating an account and logging into the application, the FJD envisions users being presented with a county specific forms library that would allow users to select, populate and submit documents. Fillable forms should auto-populate with user demographic information (name, date of birth, social security number, case number, etc.) that would be required during the account creation process. Users should be able to save the form in a secure queue to be submitted upon completion.

Q29) What volume of filings does the FJD process per year?

See Q5.

Q30) How many form types does the FJD expect to have configured?

See Q22.

Q31) How many users are expected to access or utilize the system?

Approximately 60-75 internal users. At this point, number of external users cannot be estimated. Attorneys and self-represented litigants will still have the option to file in-person.

Q32) What system does FJD currently utilize for their Case Management system?

The FJD's Domestic Relations Division currently utilizes the statewide case management system (Pennsylvania Automated Child Support Enforcement System – PACSES) to process their child support cases.

Q33) Please provide further details on the expectations for configurable workflows. Does the FJD have specific Use Case(s) they can share?

See Q1.

Q34) Do you intend documents created within the system to be delivered directly to the filer?

Yes. Upon successful submission and acceptance, we envision delivering an accepted/file stamped copy of the document(s) to the submitter.

Q35). Does the FJD intend for the system to serve as the long-term storage repository for case documents?

Once accepted, the FJD will place the document(s) in the official case file (electronic and hard copy). However, users should be able to access their secure queue to view and retrieve copies of documents they have submitted.

Q36). Can you confirm Banner is the current CMS for the Court of Common Pleas/Family Division/Domestic Relations? Can you confirm the other courts in the First Judicial District where Banner is the CMS?

For case types relevant to this RFP (i.e., support), PACSES is the current case management system. Other areas, not included in this RFP scope, of the FJD (e.g., Court of Common Pleas Trial Division, Civil, and Orphans' Division), including portions of the Family Division, Domestic Relations section (e.g., Custody and Divorce) utilize FJD Banner.

Q37). Can you confirm which vendor created the current e-Filing applications used in the following First Judicial District Courts:

a. Court of Common Pleas, Family Division, Domestic Relations?

No current e-Filing application. FJD in-house created application is in development for custody and divorce case types.

b. Court of Common Pleas, Orphans Division?

FJD in-house created application (<https://fjdefile.phila.gov>).

c. Court of Common Pleas, Trial Division, Civil & Criminal?

FJD in-house created application (<https://fjdefile.phila.gov>).

d. Municipal Court, Civil Division?

Thomson Reuters Court Management Solutions.

e. Civil Mental Health Program?

Thomson Reuters Court Management Solutions.