



*First Judicial District of Pennsylvania
Procurement Unit
368 City Hall
Philadelphia, Pennsylvania 19107
(215) 683-7940
(215) 683-7942 Fax
<http://courts.phila.gov>*

Stephanie Rigterink, Esquire
Deputy Court Administrator

November 23, 2020

Dear Prospective Vendor:

You are invited to submit a proposal for the First Judicial District of Pennsylvania's ("FJD's") Consolidated Civil Case Management System Project in accordance with the enclosed Request for Information (RFI).

All proposals must be submitted in *five (5) copies* to: Consolidated Civil Case Management System Project RFI, *First Judicial District of Pennsylvania, Procurement Unit, 368 City Hall, Philadelphia, Pennsylvania 19107.*

Proposals must be received in a sealed envelope at the above address no later than 3:00 P.M., Wednesday, January 27, 2021. Late proposals will not be considered regardless of the reason.

All questions should be directed, in writing, no later than **3:00 P.M., December 18, 2020**, to Shanda L. Holloway, Procurement Unit, First Judicial District of Pennsylvania, 368 City Hall, Philadelphia, PA 19107 via email to Procurement_CityHall@courts.phila.gov or via fax at (215) 683-7942. All vendors will be provided with answers to questions asked by any one vendor. **All questions must be submitted in writing.**

We expect that evaluation of the proposals and selection of the vendor will be completed as soon as possible and all bidders will be notified.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Rigterink".

Stephanie Rigterink, Esquire
Deputy Court Administrator

Enclosure: Request for Information

First Judicial District of Pennsylvania

Request for Information

For a

Consolidated Civil Case Management System Project

Procurement Unit

November 24, 2020

A. Background

The First Judicial District of Pennsylvania (“FJD”) is the centralized court system for the County of Philadelphia. We have original jurisdiction for criminal and civil proceedings for general and limited jurisdiction cases. Additional information about the FJD’s organization is available on our website at <https://courts.phila.gov/about/>

Currently, different user groups are on different platforms or entirely separate systems making support and administration challenging. The FJD would like to consolidate data and documents into one central system, separated by access controls for users groups. Admittedly, FJD groups have different business processes, but have similar requirements in alignment with published national standards such as calendaring and scheduling cases, judicial tools, efilings and document retrieval.

The FJD is seeking information from vendors predominantly in the court case management sector to guide us in our decision-making process.

B. Scope of Task

Court units participating in the consolidated civil case management system include:

- Common Pleas - Trial Division, Civil – all units
- Common Pleas - Family Division – all units
- Common Pleas - Orphans’ Division
 - City Register of Wills – Clerk
- Mental Health Specialty Court
- Municipal Court – Civil – all units
- Office of Judicial Records – Clerk – all units

Document management access include the above referenced court units, may include additional users in:

- Common Pleas – Trial Division, Criminal
- Municipal Court – Criminal

E-filing case types

- Common Pleas – all
- Municipal Court – civil only
- Mental Health

Data Points

The FJD has approximately 2,000 users across all the civil court groups. The FJD has at least 12 million documents stored across 3 different versions of Sharepoint, along with items stored in a separate case management system. The FJD averages 25,000 new documents every week uploaded either by court staff or through our efilings portal. The FJD needs to expand services to Family Court. The FJD processes nearly a half million filings each year. The FJD’s database for the primary case management system is Oracle.

- CP Civil and Orphans
 - 890+ tables of which approximately 150 are look up tables (court have separate databases, nearly identical)
- Family court
 - 500+ tables of which approximately 135 are look up tables
- Mental Health and Municipal Court – Civil
 - Data and document extraction will need to be coordinated with current vendor

System Requirements

Functional requirements for this effort include; but are not limited to: case management, document management, e-filing and public access portal, judicial tools, integration with user authentication and independent business intelligence tools such as PowerBI or Tableau.

The FJD has a need to perform on demand changes such as adding data fields to databases, control automated work flow processes, edit user screen layouts, log and audit and actively manage user system interactions and access often down to document and data field level, manage data exchange and transmission through industry standard process such as web services.

Talk to us

The FJD has certainly overlooked some items in our brief description - some big picture, and some smaller details. We appreciate that you noticed.

- So, share with us what makes you different and how your system, architecture, line of products, modules, expertise, configurability, business and pricing model benefit the court.
- Tell us about how it potentially improves the court, streamlines processes, keeps our data, documents and financials accurate and secure.
- You're the experts and we recognize that. How can our Information Technology and Project Management team work seamlessly with yours to empower our users, make internal modifications, and actively manage our environment?
- Talk to us about your platform, leveraging open sources standards such as elastic search, optical character recognition (OCR) to make uploaded documents searchable, automate document retention time standards, judicial toolbox and document versioning.
- Again, the FJD likely missed something as it has been a while since we bought case management systems.
- Please include brief diagrams and specifications about technical architecture and hardware footprints in our environment.
- The FJD is not committed to Oracle vs Microsoft. We have both. Tell us why one platform works better with your software, platform or your area of expertise. We have some Linux servers as well. Is that an option?
- The FJD is interested in knowing about your commitment to this partnership.
- What options and choices has the FJD forgotten or missed?
- Can you give an estimated cost and timeline at this time?

The Vendor shall provide all personnel, services, and equipment necessary to implement a successful project.

C. Issuing Office

The FJD is the sole point of contact with regard to all procurement and contractual matters relating to the services described herein. The FJD is the only office authorized to change, modify, amend, alter or clarify the specifications, terms and conditions of this RFI. The FJD reserves the right to cancel this RFI at any time. All communications regarding this procurement must be in writing and addressed (via U.S. Mail, fax, or email) to:

First Judicial District of the Commonwealth of Pennsylvania
Procurement Office
Philadelphia City Hall, Room 368
Philadelphia, PA 19107
Attention: Shanda Holloway
Fax Number: (215) 683-7944
Procurement_CityHall@courts.phila.gov