

QUESTION #	QUESTIONS	ANSWERS
1	Section 2.12 Term of Contract – Paragraph 1: Is the full scope of functionality expected to be included in the delivery of the ‘initial phase of the contract’, which is stated to be due no later than June 30, 2018?	Yes.
2	Section 4.2.1.1 Proposed System Requirements – Item a-15: What is your envisioned conflict management functionality and what are these conflicts related to? Please describe the types of data, workflows, etc. needed for Conflict Management.	This requirement focuses on automatic conflict checking capabilities of the proposed solution, usually centering around the case intake function, wherein the system would automatically and intelligently perform dozens of searches, organize the results in terms of relevance, and provide them in summary and detailed reports, all from information already on the intake form and without any user intervention.
3	Section 4.2.1.1 Proposed System Requirements – Item 1-3: Clarify what is meant by “Investigative case management features and tool integration”?	Ability to enter investigative case information and events such as arrests, search warrants, charges, etc. and to have those entries trigger tools that may be necessary such as speedy trial deadlines, filing reminders, mailing reminders, etc. Tool integration merely expresses the requirement that all investigative tools provided in the proposed solution are integrated in the Legal CMS system itself in some satisfactory manner.
4	Section 4.2.1.1 Proposed System Requirements Item a-5: Please clarify “comprehensive matter management”.	This mandatory requirement of the proposed system solution speaks for itself and needs no further clarification.
5	Section 4.2.1.1 Proposed System Requirements – Item b-1: “System shall have the ability to configure and tailor unique case screens per business units;”. Please list the number of Business Units and the number of unique case screens that are in-scope for this project.	The flexibility and ease of customization to be performed by the end user is what the OAG is seeking.
6	Section 4.2.1.1 Proposed System Requirements – Item b-3: Please provide average volumes (number, size, frequency, etc.) of file, documents, pictures, audios, and videos transmitted.	Since collection of this type of material is new to the Office of Statewide Prosecution, accumulation

		of data is insufficient to provide the information requested.
7	Section 4.2.1.1 Proposed System Requirements – Item b-8: In general, systems can often be a bit cumbersome when accessed on mobile devices via a web browser. Does OAG intend to allow users to access the system via apps on mobile devices?	The ITN requirement is that the proposed solution be accessible via web browser. There has been no decision about the level of access, if any, to be provided to end users via mobile device. Please refer to the ITN requirements.
8	Section 4.2.1.1 Proposed System Requirements – Item b-10: Do you currently use an address validation system? Do you mean address pre-population here based on validated address?	No, in response to the first question. Yes, in response to the second question.
9	Section 4.2.1.1 Proposed System Requirements – Item b-13: Please provide an example of a flexible scheduled basis.	The meaning of the language expresses an intent to require that the proposed system solution produce email reminders prior to deadlines set in the system, and that those reminders be capable of being generated on a flexible-scheduled basis. In other words, the end users can flexibly schedule the dates of the reminders being generated by the system for them regarding deadlines.
10	Section 4.2.1.1 Proposed System Requirements – Item b-16: Clarify manual operation in “System shall have case/matter number assignment that will be capable of either automatic or manual operation.”	The phrase “manual operation” expresses the requirement that the solution proposed must allow for case/matter number assignment to be set by the end user in inputting the case/matter into the system, as opposed to the system automatically assigning the case/matter number.
11	Section 4.2.1.2 Desirable Additional Features – Item 2: Can you explain this desired functionality in more detail?	Subsection 4.2.1.2(2) describes a desirable feature for the proposed system solution to offer some level of desktop integration with IBM Lotus Notes. As described in the Background set forth in Section 4.1 of the ITN, the OAG has been using IBM Lotus Notes as its database application environment for many years and the Office of Statewide Prosecution will maintain some reporting and other internal office functions in that environment

		for the foreseeable future after implementation of the Legal CMS solution that is the subject of this solicitation. It would be a desired feature of the proposed system solution if it contained a level of desktop integration with the OAG IBM Lotus/Notes Domino Platform and the database applications housed thereon which would allow, among other features, end users to save files and information from said applications to the case/matter file in the Legal CMS proposed system solution in some level of synchronization of common features between the two platforms.
12	Section 4.2.1.3 Questions/Responses: Describe the number and type of each practice group within the Office of Statewide Prosecution.	Currently, the Office of Statewide Prosecution has seven prosecutorial offices around the state. The OAG is seeking a Legal CMS solution that is easily customizable to accommodate distinctions between those seven offices, as well as any future expansion in numbers of separate offices and/or specialized practice groups created within the Office of Statewide Prosecution.
13	Section 5.2 Copies of ITN Proposals: Do we need to submit an electronic version of the Price Proposal in a single Adobe PDF document file format on a portable media?	No, Section 5.2 of the ITN states that the Response to the ITN should contain an electronic version of the Technical Response in a single Adobe.PDF document file format on portable media.
14	How many environments will be required. For example, Production (PROD), Development (DEV), User Acceptance Testing (UAT), or System Integration Testing (SIT)?	The ITN does not address this question. The OAG anticipates that each Respondent would address the need for such environments in formulating the Response to the ITN if the number of such environments was determined to be of concern to the OAG as the purchaser of the system.
15	Does OAG possess any software for Automatic/Integrated OCR and Scanner Integration already?	No. The OAG does not have these features at this time for the Office of Statewide Prosecution's environment; however, the OAG is seeking an integrated solution.

16	Please clarify in detail the requirements for the IBM lotus notes integration.	The only reference to any integration between the Legal CMS proposed solution and IBM/Lotus Notes is found in Section 4.2.1.2, Desirable Technical Features, and those features are not required for the solution, but permissive, desired features. The OAG is aware of some Legal CMS solutions that offer some level of integration with IBM/Lotus Notes, perhaps through linking cases/matters in the Legal CMS with information stored in IBM/Lotus Notes databases, and/or integration with the Legal CMS desktop in the form of buttons or other interface methods which would allow the end user to save information and files received in a case/matter to both the Legal CMS and an associated IBM/Lotus Notes application database, thereby allowing some level of data synchronization between the two systems regarding the same data/files. Such integration, while desirable to the OAG, has not been made a mandatory feature of the proposed system solution.
17	Besides Lotus Notes, what other systems will be integrated with new CMS system?	The OAG is not aware of any other such systems.
18	What is the scope of data migration? What are the types and volume of data to be migrated to a new system?	The ITN does not express terms for migration of data from the Office of Statewide Prosecution's current case management system to the Legal CMS proposed solution which will be the subject of an award through the ITN.
19	Can the State please provide some clarity on the budget and its intention for what the amount is expected to cover? For instance, should the budgeted amount need to include 3 years of Operations and Maintenance from the successful bidder and any software licenses?	The OAG declines to provide any details of its budget in this regard. The details necessary for any proposer to provide a responsive price proposal are clearly provided within the terms of the ITN. Please refer to the express language of the Price Proposal, Attachment A to the ITN.

20	Is the current system CJIS compliant and is there a need for the new system to be CJIS compliant?	The ITN does not address the standards of the Criminal Justice Information Services Division of the Federal Bureau of Investigation, or CJIS. Since the Office of Statewide Prosecution is a criminal justice agency and accesses CJIS databases for information necessary to perform its investigative and prosecutorial duties, security of CJIS data is always a concern especially as it concerns wireless networking, remote access, internet browser access, data encryption and multiple authentication. It is anticipated that the successful Respondent will work with the OAG to ensure that the Legal CMS solution works hand in hand with existing OAG security protocol to ensure CJIS compliance.
21	Would you consider extending the response date three weeks?	No.
22	Can you provide a list or table of existing documents and/or document templates that would be part of or converted to the new case management system?	No, as no such table or list currently exists. The OAG is soliciting a Legal CMS solution which is easily customizable through screens and document/form assembly via trained end users.
23	Please provide details of the existing conflict management process.	The Office of Statewide Prosecution's current case management system does not have conflict management features. The OAG has mandated that the new Legal CMS solution possess a robust conflict management component.
24	Please provide a list and examples of the current mandatory reports that are submitted by the OAG; to what entity are they submitted, how often, are they submitted manually or electronically?	Statistical reports including, but not limited to: number of cases, number of defendants, number of crimes charged, sentencing information, monies assessed, conviction rates, and many others. Reports are submitted quarterly, annually and on demand as needed. Reports are submitted both electronically and manually.

25	Previously in FY 16/17 the Office of the Attorney General had been appropriated dollars for a 3rd Party Contractor to complete an assessment of their technology modernization.- Is that assessment available for vendors to review to further our understanding and ability to meet the Attorney General’s LCMS specific needs?–	“The referenced study is available, but is not relevant to the scope of this ITN. The ITN sets forth the clear requirements of the new Legal CMS solution for the Office of Statewide Prosecution and is not part of the OAG’s assessment of technology modernization for the entire agency.”
26	On Page 16, item 4.2.1.2 Desirable Additional Technical Features. “System may have capability to link information.” are you referring to a data export feature where “other applications” can import the data? Or are you referring to a web service directly to the other applications?	The OAG’s preference would be a combination that includes linking to IBM Lotus Notes databases and the ability to import data.
27	On Page 18, Advanced Feature Questions. Record customizations for “each practice group” or jurisdiction; are you referring to an alternative records design by group users/jurisdiction or custom field value support files for the standard fields in the application?	The proposed software system solution should provide for easy, ample customization of screens, fields, reports, etc., to allow for the potential for different needs for different groups of end users, as identified and needed by the OAG.
28	If the proposed solution is to be cloud based, what security certificates does the state require the hosted solution to meet? For example, HIPPA, SOCI, II or III etc.?	The security framework used by the State of Florida is based on NIST special publication 800-53. The state promulgates security guidance via Florida Administrative Code rules under 74-2 F.A.C. In terms of certifications, the state uses the federal standard based on FISMA 199 for systems and FIPS-140-2 for encryption.
29	Will this system be used to handle civil as well as criminal cases?	Yes. In the future, it could possibly support both, as the OAG desires the ability to use the system for both civil and criminal cases.
30	Can the OAG identify all other solutions that an interfacing is required for, including all State interfacing requirements? Name of entity and system being interfaced to? One way or both ways? Specs for format? Transformation required?	There is no reference to interfacing in the Technical Specifications set forth in the ITN. If the question concerns integration with other applications, see answers to Questions #11, #17 & #18.

31	How many cases will be converted? What systems are they converted from? What will be converted from each system? Number of records, size? Data converted? Images converted?	See answer to Question #18.
32	Can the OAG confirm that there is one source of data for conversion?	See answer to Question #18.
33	How many physical locations will be part of the implementation?	The answer to this question would depend upon the nature of the proposed software solution. As mentioned in the answer to Question #12, the Office of Statewide Prosecution has 7 offices throughout the state.
34	How many cases are processed annually?	Approximately 1,000 at this time.
35	On Page 14, the ITN states a minimum of 250 users. For pricing and training purposes, can you provide a more accurate user count?	The language in the ITN expresses a clear intent to identify a larger form of Legal CMS that is secure, robust, highly customizable, and can accommodate a minimum of 250 end users, as a threshold number to ensure that the proposed solution is a larger form of Legal CMS. This requirement does not express any intent by the OAG to contract for 250 end users. For purposes of pricing any solution wherein the price scheme of the Respondent is based upon a "Per License" amount, and for pricing training costs, Respondents should assume an initial customer base of 100 end users.
36	Will there be Document/Template Migration? Is so, quantities?	Although the successful proposed solution should offer easy conversion of sample documents and templates into useable forms in the system in furtherance of the mandatory requirements set forth in the ITN, especially document/form assembly functionality, the OAG has no present plans for any such migration of existing forms and/or templates.
37	On Page 15, in 4.2.1.1 Proposed System Requirements, Number b. (12), it states the "System shall provide a range of query and report options, including ad-hoc, custom and user-defined reports (online and web	The cited specification establishes what is required and expected of the proposed system solution as it relates to query and report options. Ad hoc

	enabled).” Brand new reports? Report Migration? Ad-hoc reporting requirements?	reporting means reporting regarding the particular matter or case at hand without consideration of a wider application. The ability to perform custom reports means that the end user could generate “brand new reports” on a matter or case. Migration is answered in the response to Question #36.
38	On Page 15, 4.2.1.1 Proposed System Requirements, Number b. (7), it says the system shall be able to run premises or be cloud based. Does the OAG have a preference between Hosted or On Premises solution?	No.
39	On Page 22, you list the tabs that must be included in the Technical Response. Included in those tabs are “TAB 8 References” and “TAB 12 Attachments.” The ITN then goes on to list “References” in 5.6.12 Attachments. Could you please clarify in what tab the OAG would prefer References to be?	Addendum #2 has been posted on the Vendor Bid System (VBS) at http://vbs.dms.state.fl.us/vbs/main_menu
40	Is the data expected to be converted into the new product and, if so, can additional details be provided on the legacy database?	See answer to Question #18.
41	Can more detail be given on what kind of deletions would require confirmation for the below requirement? “All case/defendant, (matter/part) etc., deletions from the system must be safeguarded by requiring user confirmation and administrator approval as a prerequisite to such deletions from the Legal CMS”	The successful system solution should allow the OAG to select such a safeguard for deletion of any data in the system to which it wishes to control deletion. The examples provided in the ITN are clear situations wherein the system must provide for administrator approval before a case/matter and/or defendant/party can be deleted from the Legal CMS system. The OAG contemplates the probability that there may be other data fields to which it may wish to extend the same protection before deletion.
42	For the requirement “Investigative case management features and tool integration” what are the tool integrations?	See answer to Question #3.
43	With respects to Section 1.3 PUR 1001 – General Instructions to Respondents, we cannot access the provided link: Will OAG please provide this document?	https://www.dms.myflorida.com/content/download/2934/11780/PUR_1001_General_Instructions_to_Respondents.pdf .

44	Can you provide details about end user count? Minimum Users (as listed as 250) vs. Maximum Users vs. Concurrent Users?	See answer to Question #35.
45	Do you have any performance matrix requirements defined? a. E.g. Online concurrent transactions must complete within 'x' seconds b. E.g. All batch transactions/reporting must completed within 'y' seconds	No, not at the present time. Respondents may wish to indicate the proposed system solution's capabilities in these regards.
46	What is the total number of cases are supported in current environment?	Approximately 1,000 annually at this time.
47	What is projected volume of cases over next 5-7 years in terms of online availability requirements point of view?	See answer to Question #46.
48	Are there any sensitivity of case documents and how it shall be protected from its confidentiality, integrity and availability point of view?	The successful proposed software solution should demonstrate the capability to identify, tag, and protect sensitive or confidential information from improper view and/or disclosure. As a criminal justice agency and criminal prosecution unit, the Office of Statewide Prosecution will certainly access and come into possession of sensitive and confidential data which will be linked and incorporated into the Legal CMS system.
49	Can you provide any guidance on the budgetary constraints and Is budget for this effort for next 3-6 years is being already approved and allocated?	See answer to Question #19.
50	Are there any system integration requirements with other partnering agencies?	Currently the Office of Statewide Prosecution does not interface with outside entities. Although there are no current integration requirements with other agencies, the OAG would be interested in the ability for the proposed solution to provide interfacing functionality with details regarding the interfacing options the system can provide.

51	Is Department of Legal Affairs – Office of the Attorney General have any oversight and/or connection with Department of Business and Professional Regulation (DBPR) – Office of the General Counsel?	No.
52	Will office of Attorney General, State of Florida consider an annual subscription of a cloud hosted software system that satisfies all its' technical specifications?	The Office of the Attorney General will consider an annual subscription model.
53	Are you looking for an existing software package or are you looking for a custom solution based on your specifications?	The Office of the Attorney General is looking for either one.
54	Whether companies from outside USA can apply for this? Like, from India or Canada?	No.
55	Whether we need to come over there for meetings?	Yes.
56	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No.
57	Can we submit the proposals via email?	No. Please refer to the ITN, Section 5.3.