

# SUPREME COURT OF APPEALS OF WEST VIRGINIA

## REQUEST FOR PROPOSAL



### APPELLATE COURTS CASE MANAGEMENT SOLUTION

#### Vendor Requests for Clarification

Below is a compiled list of vendor requests for clarification regarding the Request for Proposal released on August 18, 2022, for the Appellate Courts Case Management Solution. This list will be updated as responses are released.

**Question:** Can the Response deadline be extended by at least four weeks so the best and most comprehensive proposal can be submitted for consideration.

**Response:** The submission deadline has been extended from Wednesday, September 21, 2022, to Midnight EST, Friday, October 21, 2022. All timeframes revised due to this extension are underlined in red font on the revised RFP – available on our WV Judiciary website.

#### RFP Key Dates (found in Section 7.11):

PROPOSAL Schedule	Date
PROPOSAL Issue Date	August 18, 2022
Final Date for Vendors to Request Clarifications to PROPOSAL	<u>October 7, 2022</u> <u>12:00 pm</u>
Proposals due from Participating Vendors	<u>October 21, 2022</u>
Solution Demonstrations by Chosen Vendors	<u>November 2022</u>
Anticipated Finalist Selection	<u>November/December 2022</u>
Anticipated Project Start Date	<u>February 2023</u>

**Question:** Can an editable version of the RFP requirements (from Exhibit 10) be provided to make responses easier?

**Response:** Please include supplemental pages referencing each element from Exhibit 10 if more space is required to respond.

**Question:** Are there any existing legacy source systems that are in scope for data conversion? If so, please provide the details of the legacy source system, including size, tables, etc.

**Response:** The Supreme Court of Appeals of West Virginia utilizes CaseLoad as its existing legacy source system. This system's database size is 7GB and is comprised of 255 tables. The Intermediate Court of Appeals is currently operating without a case management system. Both Courts are utilizing an e-Filing solution from File and Serve Xpress since July 1, 2022.

**Question:** Are there any legacy source systems that are in scope for image conversion? If so, please provide the details of the legacy solution including size, number of images/documents, etc.

**Response:** The CaseLoad document repository is stored within the database and is 159GB in size. This, along with the rest of the database results in a total size of 165GB. There are 337,790 rows within the document repository table.

**Question:** Can the SCAWV provide a count of users that require the ability to add, update, and delete data in the system broken down between the SCA and ICA? Can you please also confirm the number of Justices on each Court?

**Response:**

SCA – CaseLoad

- 45 Standard Users | 35 Query Only Users | 2 Administrators | 5 SCA Justices

ICA – No case management system

- 15 Standard Users | 30 Query Only Users | 2 Administrators | 3 ICA Judges

**Question:** Does the SCA or ICA have a need to receipt filing fees or funds and/or cut checks?

**Response:** Filing fees are receipted by the e-Filing solution provided by File and Serve Xpress, and manually from self-represented litigants. Checks are not issued by the SCA or the ICA.

**Question:** Please specify what time that proposals are due from Participating Vendors on Wednesday, September 21, 2022.

**Response:** Proposals will now be due from Participating Vendors by Midnight EST, Friday, October 21, 2022.