

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.

Questions and Responses - Posted September 22, 2022

Question: Are there any requirements documented related to the required API to File and ServeXpress?

Response: FSX has built its integration tool so that it can integrate with a variety of CMSs and prefers CMSs that offer an ECF4 (or later) compatible API or a REST API with sufficient functional coverage to perform the data operations specified in #3.

Question: Who will be responsible for the integration of File and ServeXpress with the CMS?

Response: FSX will build the interaction using the available integration methods, this may require product, development, and QA resources from the CMS team.

Question: Which data and what kind of service should be available through the API?

Response: We would need to work with the CMS to establish the Court Policy/Profile.

For integration with the CMS we would need to establish the court policy and identify the following items at a minimum.

Court Policy:

- Court Policy Effective Date
- The service interaction profile(s) that the court supports
- What Courts/Divisions are applicable
- The query operations and case types supported by the court's system
 - Case Class List
 - Case Type List
- Whether a court will accept the filing of a URL in lieu of the electronic document itself
- Whether the court accepts documents requiring payment of a filing fee
- Whether the court accepts electronic filing of sealed documents
- Whether the court accepts multiple (batch) filings
- Whether the court accepts Fee Waivers (what are the rules/requirements)
- What file (MIME) types are accepted
- What are the lead/supporting document rules/requirements (more than one lead document allowed, etc.)
- Any court-specific extensions to the ECF specification, including the required elements
- The maximum sizes allowed for a single attachment and a complete message stream
- Document Types

- Party Types/Sub-types
- Attorney Types
- Address Types
- Telephone Types
- AKA (Alias) Types
- Error Codes (for Failed Queries)
- Listing of Court Fees/Charges
- Any additional court specific code sets/lists that FSX will need to support the courts filing/document business rules/validations

The following are the operational services/data that would need to be supported for integration:

- Get Court Policy (On Change Event)
 - Get the updated court policy from the CMS when an updated policy exists
- (Case) Service Information
 - If available return the Court's service information for all parties in an existing case
- Case List
 - Case Search: ability to search for and retrieve a summary listing of one or more cases based on case number, parties, filed date or date range (Preference would be a fuzzy search that allows for incomplete case numbers, Case Title, etc.)
- Case Details
 - Ability to retrieve case details based on a case number query return should include all case detail including:
 - Case Number
 - Case Title (Name)
 - Hearing Dates
 - Parties
 - Representation
 - Document Summary List
- Get Document
 - Ability to retrieve a case document
- Attorney Lookup
 - By Bar Number
 - By Name
- Record Filing
 - Clerk Review that includes information from the Review Filing operation
- Notify Docketing Complete
 - This is a callback (from the CMS to the EFM/FSX) to the Record Filing call to indicate if the filing was accepted or rejected by the CMS, for new case creation this should include the CMS issued Case Number.

Question: When will the scripts be available to vendors?

Response: As referenced in Section 7.11 of the revised Request for Proposal (Page 11 of 41), Solution Demonstrations will be scheduled with chosen vendors in November 2022. Information required for demonstration purposes will be provided when those vendors are chosen.

Questions and Responses - Posted August 31, 2022

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 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.