

November 17, 2014

Answers to Questions from Vendors for the "Request for Proposal for an Analysis Regarding Level of Effort to Achieve Statewide Electronic Citations"

The answer to each question is noted below the question and is italicized.

1. As a requirement for proposal submission, you require evidence of "Financial Stability". Could you please be more specific on what the state will consider as evidence for "Financial Stability"?

Evidence of financial stability is determined by the responding organization and should include the necessary information to demonstrate financial stability.

2. The proposal states, "...there are approximately twelve eCitation vendors in Minnesota." Can you give the names of these eCitation vendors?

The names of the eCitation vendors are public information.

3. Does the STATE have¹:

- a. A list of agencies electronically submitting citations to the COURTS each month, over the life of the eCITATIONS program?

This information is available.

- b. Statistics (monthly, quarterly, or annually over the life of the eCITATIONS program) of:
 - i. eCITATION submissions to BCA, by agency?
 - ii. eCITATION submissions directly to COURTS, by agency?
 - iii. Manual citation submissions to COURTS, by agency?
 - iv. Quality metrics / error rates for both manual and eCITATION submissions, by agency?

This information is generally available.

- c. A list of and contact information for the eCitation vendors serving agencies in Minnesota?

This information is available.

4. What is the level of law enforcement¹

- a. Awareness of this study:
 - i. Which agencies have been informed this study?
 - ii. What were they told?
- b. Support for this study?

¹ Please note that we are not asking for this data pre-proposal. Knowing whether this data exists will influence the accuracy of cost proposals.

November 17, 2014

Answers to Questions from Vendors for the “Request for Proposal for an Analysis Regarding Level of Effort to Achieve Statewide Electronic Citations”

The answer to each question is noted below the question and is italicized.

- c. Involvement in this study:
 - i. To date?
 - ii. That is anticipated in the course of the study.

The Bureau of Criminal Apprehension (BCA) is aware of this effort. To what extent law enforcement is aware of or support this effort is unknown. The level of involvement for law enforcement for this effort has not been determined.

- 5. What is the level of eCitation solution provider¹:
 - d. Awareness of this study:
 - i. Which companies have been informed this study?
 - ii. What were they told?
 - e. Support for this study?
 - f. Involvement in this study:
 - i. To date?
 - ii. That is anticipated in the course of the study.

An eCitation solution provider’s awareness and support of this effort is unknown. The level of involvement in this study for an eCitation solution provider has not been determined.

Just to be precise, we could use clarification about the reference to “project” in the first paragraph on the top of page 3 of the RFP. Does the term project refer to:

- g. eCOURTMN implementation?
- h. The effort to expand eCITATIONS statewide?
- i. This study that is the subject of the RFP?

This effort relates to the level of effort and details that will be need to be addressed should the stakeholders choose to expand eCitations statewide. Work related to the eCOURTMN implementation and/or the expansion of eCitations statewide is out of scope.

- 6. Who are the Project Stakeholders (organization and possibly role in that organization)?¹

The stakeholder organizations include the Bureau of Criminal Apprehension (BCA), law enforcement, city and county attorneys, prosecutors, and the Courts.

- 7. Who are the Decision Makers referred to on page 3, section IV, A (organization and possibly role in that organization)?¹

The decision makers hold director-level positions in State Court Administration and the Bureau of Criminal Apprehension.

November 17, 2014

Answers to Questions from Vendors for the “Request for Proposal for an Analysis Regarding Level of Effort to Achieve Statewide Electronic Citations”

The answer to each question is noted below the question and is italicized.

8. The STATE is comprised of 2 organizations for this engagement. What is the governance structure for this study/engagement? Will the STATE have a project manager? Will there be a steering committee? Which organization fills each position?¹

This effort does not have a governance structure or a steering committee. The STATE will not assign a project manager. State Court Administration will assign a project sponsor.

9. On page 7, section IX. B. items 1-4: What does the term “high weight” mean precisely.¹

All of the evaluation factors are of great importance for making a determination for selecting a vendor.

10. Where can we obtain a copy of the Independent Contractor Acknowledgement of Receipt of Appropriate Use of Data and Records form without the “SAMPLE” watermark?¹

A copy of the Independent Contractor Acknowledgement of Receipt of Appropriate Use of Data and Records has been posted.

11. What is the latest time on the due date that proposals will be accepted?¹

The latest time on the due date for the proposal is 4:30 p.m. central time.

12. Do you require anything else on the insurance certificate besides workers compensation?

No