



Minnesota Judicial Branch Fourth Judicial District Request for Information on e-Filing Services

NOTE: Responses to this RFI will be used to provide information to the Fourth Judicial District and the Minnesota Judicial Branch concerning the ability of vendors to supply electronic filing (i.e., e-filing) services. This RFI will not result in a contract but the information obtained from responders may provide a basis for further contractual considerations or procurement procedures. There is no guarantee that any such further contract or procurement process will be issued. THIS IS NOT A REQUEST FOR PROPOSALS.

THE STATE IS NOT OBLIGATED TO RESPOND TO ANY RESPONSE SUBMITTED NOR IS IT LEGALLY BOUND IN ANY MANNER WHATSOEVER BY THE SUBMISSION OF A RESPONSE. THE STATE SHALL NOT HAVE ANY LIABILITY TO ANY RESPONDER FOR ANY COSTS OR EXPENSES INCURRED IN CONNECTION WITH THIS REQUEST FOR INFORMATION OR OTHERWISE.

ANY AMENDMENTS TO THIS RFI WILL BE POSTED ON THE MAIN STATE COURT WEBSITE (www.mncourts.gov).

Project Overview

The Minnesota Judicial Branch utilizes Tyler Technologies Odyssey Case Management system in all trial courts throughout the state. The Fourth Judicial District seeks to implement an e-filing solution in its Civil Division that uses Tyler Technologies' APIs (Application Programming Interface) to add information to Odyssey. This RFI asks vendors to describe their ability to perform these tasks and to demonstrate their e-filing product using this approach.

Background

The Odyssey Case Management System has been in place in all trial court locations throughout Minnesota since early 2008. At this time the Minnesota Judicial Branch (MJB) is focusing on process improvement and efficiency strategies that will enable the MJB to conduct its business more efficiently and potentially with less reliance on staff effort.

The workload of the Fourth Judicial District's Civil Divisions consists of 44 case types and all of the documents and forms filed by attorneys and by pro se parties. The e-filing implementation will include all civil case and document types, along with development of supporting business practices and procedures. The initial implementation will consist of documents and forms filed by attorneys, with pro se filings being implemented later.



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Once successfully implemented, the solution will be tested in additional court locations, including the Civil Division of the Second Judicial District, and/or additional case types, with eventual deployment statewide in all case types.

Goal

It is the goal of this RFI to identify vendors capable of providing the required e-filing services using the required approach, and to understand the licensing options and costs associated with acquiring the services.

Scope of Information Requested

Vendors are asked to provide the following:

1. A demonstration of their e-filing product, using the Tyler Technologies APIs for the Odyssey Case Management system.
2. Alternatives for technical environments that will be available to the state, including options for hosting the application at either a court site or a vendor site.
3. Information concerning the available licensing options.
4. Information concerning how the product is supported:
 - a. Does the vendor staff a Help Desk?
 - b. What is the ratio of Help Desk staff to customers?
 - c. Are requests for assistance generally cleared by one interaction with the Help Desk?
5. Information documenting whether the vendor has the resources and capacity to implement the pilot project by
6. Customer references of customers who have had the required solution in place in Production for at least 90 days.

Vendors are invited to set an appointment during the week of December 7, 2009 to provide the above information in a personal meeting with representatives of the Fourth Judicial District and the MJB. Appointments may be made by contacting Jim Wehri, Fourth District Court IT Manager, by email at jim.wehri@courts.state.mn.us. Vendors must specify what facilities they will need in order to provide the requested information and demo.

Disposition of Responses



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All materials submitted in response to this RFI become the property of the Fourth Judicial District and the MJB. Costs associated with preparation of material for the response are the responsibility of the submitter.

Judicial Branch rules of public access permit vendors to submit trade secret information according to the following:

- A. the information claimed to be a trade secret must qualify as a trade secret under Minn. Stat. section 325C.01 or as defined in the common law;
- B. the responder submits the trade secret information on a separate document (but as part of their complete submission) and marks the document(s) containing only the trade secret information as "confidential;"
- C. the trade secret information is not publicly available, already in the possession of the judicial branch, or known to or ascertainable by the judicial branch from third parties.

Except for information submitted in accordance with this section on Trade Secrets, do not include any information in your response that you do not want revealed to the public. Please also note that if a responder at any time eventually ends up with a contract with the judicial branch, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term and scope of work.

Questions

Responders who have questions may submit them via email to Jim Wehri at jim.wehri@courts.state.mn.us. Responses will be posted in the Public Notices section of the Minnesota State Court web site (<http://www.mncourts.gov/>) as soon as possible after the question is received.