



# Administrative Office of the Courts

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## Operations Division

### Addendum #2

### Request for Proposals

### K19-0076-25G

### Mediation Case Management Software, Maintenance & Training

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a strikeout (ex. ~~language deleted~~)

#### 1. **Revise Closing Date and Time, page 4**

Closing Date and Time: ~~April 4, 2019, 2:00PM~~ April 16, 2019, 2:00pm

#### 2. **Revise Section 1.9, Proposal Due (Closing) Date, page 8**

One original and three (3) copies of each proposal (Technical and Financial) must be received by the Procurement Officer **no later than 2:00 p.m. (local time) on ~~April 4, 2019~~ April 16, 2019** in order to be considered.

#### 3. **Revise Section 2.2.6, Statement of Work/Software Requirements, page 12**

2.2.6 ~~Project includes migrating some data from the current MS Access based program, which is called MADtrac. Centers report data on a quarterly and annual basis. Data migration will be needed for closed cases from January 1, 2019 to the date of go-live.~~

#### 4. **Revise Section 2.4, Project Timeline, page 28**

The AOC anticipates the following timeline:

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- April/May 2019: Award Contractor
- June 2019: Begin kick-off meeting with Contractor
- June -September 2019: Development and Implementation
- September- November 2019: System testing ~~and data migration 1~~
- November-December 2019: Training
- December 2019-January 2020: ~~Data migration 2~~ and go-live

**5. Revise Attachment E- Price Proposal Form, page 56**

**Mediation Case Management Software, Maintenance & Training**

**PRICE PROPOSAL FOR RFP # K19-0076-25G**

Offerors shall submit a detailed price proposal in the format provided below. All initial and ongoing fees shall be included and clearly detailed. Offerors shall add additional line items as necessary to complete the project as outlined in the RFP. Offerors shall list any assumptions regarding what is included within each fee (ex. onsite vs remote training, number of training sessions, number of report templates, etc.)

<b>Deliverables</b>	<b>Base Year 1</b>	<b>Base Year 2</b>	<b>Option Year 1</b>	<b>Option Year 2</b>	<b>Option Year 3</b>
<b>Project Management and Implementation Fee</b>	\$	N/A	N/A	N/A	N/A
<b>Customization Requirements (for all business requirements marked modification required)</b>	\$	N/A	N/A	N/A	N/A
<b>Subscription Fee/ User License Fee</b>	\$	\$	\$	\$	\$
<b>**Web Hosting Fee</b>	\$	\$	\$	\$	\$
<b>Training (full training and implementation consulting; trainer expenses)</b>	\$	N/A	N/A	N/A	N/A
<b><del>Data Loading/Migration Services</del></b>	\$	N/A	N/A	N/A	N/A

<b>Documentation Provided</b>	\$	N/A	N/A	N/A	N/A
<b>Maintenance &amp; Support (updates, upgrades, fixes, 24x7 Help Desk, live customer support)</b>	\$	\$	\$	\$	\$
<b>Totals:</b>	\$	\$	\$	\$	\$

<b>*Grand Total:</b>	\$
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\*\*Offerors unable to provide web hosting for their product must make specific note of this in their proposal. The AOC will contract its own web hosting service if Contractor is unable to provide.

Issued By: Whitney Williams

Procurement Officer

3/25/19