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F. Philip Carbullido
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

August 6, 2020

Memorandum:

To: All Offerors

From: Administrator of the Courts

Re: **Amendment no. ~~3~~ 4**
Ref: RFP 20-03; Document Management System

Below are responses to the questions submitted to my office:

1. Relative to question in Judiciary response 1F, the submitted question is referring to the largest dimensions of the actual paper documents to be scanned. That is, what are the dimensions of the largest paper document to be scanned (e.g. 8.5"x11"; 8.5"x14", other – please specify).
Response:
Most court records documents with the size of 8.5" x 11", however, there are documents submitted as exhibits such as real property maps and other relevant documents that could be 8.5" x 14" or larger.

2. Relative to response 12a and 12b, a named user license is assigned to a specific user (1 to 1, guaranteed access), whereas concurrent licenses are shared by a pool of users (many to 1, access based on license availability up to the maximum number of concurrent licenses; so, a pool of 20 users can share 10 concurrent licenses, but only 10 users can be logged in at a time. When a concurrent user logs out or becomes inactive, the concurrent license is released for consumption by another concurrent user). Is the Judiciary requiring 35 named user licenses and 35 concurrent user licenses, for a total of 70 actively logged in users at any given time?
Response:
35 named user licenses and 15 concurrent user licenses.

3. Relative to response 13a, keywords provide parameters by which to classify and search content, for example by case number, case type, filing date, case caption. Generally, keywords should be limited to those needed for efficient indexing and retrieval. The more keywords on a document, the more time is needed for indexing, and the greater the impact on system performance. How many keywords should be captured per document type?
Response: The following keywords should be used when indexing and searching documents. Case number, case type, case caption, filed date, document type, title of pleading.

4. Relative to response 14c, what functions are expected to be performed by the Document Management System (DMS) relative to imposing a fee for public access retrievals?
Response: End user should be assessed a fee for accessing and downloading a court document.

   a. What are the business rules for the fee-based retrievals? For example, is the DMS expected to prevent retrieval until an online payment is made by the end user? Or, is retrieval allowed, but download/save prohibited until payment is made?
   Response:
   The fee schedule is set by Judicial Council. Should the Council determine that a fee be assessed for accessing as well as downloading a document, the DMS should prevent retrieval and access until payment is made by the end user.

   b. What is the fee structure to be used?
   Response:
   Unknown at this time.

   c. What payment portal or gateway will the DMS interface with?
   Response: Our current gateway vendor for JustWare (Case management system) is PlugNPay Technologies. We are not sure if the DMS vendor selected has of preference.

      i. Will vendor be provided with the APIs?
      Response: Not sure which gateway will be used with DMS, so we can't say API's will be provided.

Please be reminded that this Amendment must be acknowledged in your proposal. Failure to acknowledge this Amendment no. ~~3~~ 4 may result in disqualification from this RFP.

Should you have any questions please contact the Procurement Office at (671) 475-3175/3393 or email at mantonio@guamcourts.org and/or jpcepeda@guamcourts.org.

Kristina L. Baird
KRISTINA L. BAIRD

Cc: RFP File/P&FMD