



**Office of the Administrative Director – Financial Services Division**

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807  
TELEPHONE (808) 538-5800 • FAX (808) 538-5802

MEMORANDUM

TO: All Interested Parties

FROM: Janell Kim  
Financial Services Administrator

DATE: June 6, 2012

SUBJECT: Addendum No. 3, Request for Proposals No. J12282  
To Provide Technical Consulting Services To The Judiciary,  
State of Hawaii for the Judiciary Information Management System (JIMS)

Transmitted for your review herewith and through our website at <http://www.courts.state.hi.us> under “General Information” and “Business with the Judiciary”, is a copy of Addendum No. 3 to RFP J12282.

Questions relating to the technical aspects of this Addendum No. 3 may be directed to William J. Talley of the JIMS office, at (808) 538-5658 or via email [William.J.Talley@courts.hawaii.gov](mailto:William.J.Talley@courts.hawaii.gov) . Other questions may be directed to Jonathan Wong in the Contracts & Purchasing Office at (808) 538-5805 or via email [jonathan.h.wong@courts.hawaii.gov](mailto:jonathan.h.wong@courts.hawaii.gov).

JK:jw

cc: Mr. Kevin G. Thornton  
Ms. Mai T. Nguyen Van

ADDENDUM NO. 3 TO REQUEST FOR PROPOSALS J12281  
 TO PROVIDE TECHNICAL CONSULTING SERVICES TO  
 THE JUDICIARY, STATE OF HAWAII  
 FOR THE JUDICIARY INFORMATION MANAGEMENT SYSTEM (JIMS)  
 Forum 2, May 25, 2012, 9:00 a.m. to 11 a.m. (HST)

The items listed hereinafter are hereby made a part of the Request for Proposals J12282 for the above-described project and shall govern the work taking precedence over previously issued specifications governing the items mentioned.

The following questions and answers are in response to questions by prospective proposers concerning the Request for Proposals J12282.

Q1.	How are documents scanned?
A1.	<b><i>FileNet is the Judiciary's Document Management System. JIMS documents enter FileNet as scanned paper or as and uploaded file. Scanned paper is scanned from remote and client workstations using Kofax's application Ascent Capture version 8. Scanned documents are pushed to FileNet's content server through the Kofax server. Uploaded files come in via e-filing by attorneys or as auto-generate documents by the JIMS application. Currently, scanned documents are stored as TIFF and uploaded documents are stored as PDF.</i></b>
Q2.	How are the names of vehicle owners obtained for parking citations?
A2.	<b><i>An automated data interface sends license plate numbers to the City &amp; County of Honolulu Department of Technology (DIT) once a day. The next day, DIT sends back the registered owner's name and address unless there has been a recent transfer of ownership. The owner's name is then incorporated into the case and used to send letters informing the owner is responsible for the citation. If the case remains unpaid and considered delinquent, the owner's name is sent to a collection agency.</i></b>
Q3.	Are trial court cases merged with appellate cases if there is an appeal?
A3.	<b><i>No, the cases are kept separate. Trial court clerks bundle case records into a bookmarked PDF and then file the document on the appellate case. However since JIMS is a unified system, modifications are planned to expose the trial case dockets and documents to appellate staff. The bookmarked PDF will still be created for the benefit of non-Judiciary parties on the case.</i></b>
Q4.	Regarding sub-contractors, do you distinguish between individual subcontractors and subcontracting firms? If so, what details should be provided for subcontracting firms?

<b>A4.</b>	<b><i>There should not be any difference if the offeror uses subcontractors from a firm or a sole proprietor consultant.</i></b>
Q5.	When should we submit “Tax Clearance Application”, “Certificate of Compliance”, “Insurance Certificate”? Our understanding is that these are needed after the Notification of Intent to Award Notice. Please confirm.
<b>A5.</b>	<b><i>Yes. Submit the certificates after Notice of Award, though the certificate from Hawaii Compliance Express should be the source for obtaining the tax (from the Internal Revenue Service and State of Hawaii Department of Taxation), business (State of Hawaii Department of Commerce and Consumer Affairs), and labor (State of Hawaii Department of Labor and Industrial Relations) compliance certificates.</i></b>
Q6.	Regarding offeror experience, do you have any requirements surrounding experience with Judiciary – either Hawaii or other states? Will you consider proposals from offerors with no Judiciary experience but with significant Accounting and Case Management experience in other domains?
<b>A6.</b>	<b><i>Section 5.2.19.3 Prior Experience and References, allows case management experience from other relevant system, however those offerors with experience in government court case management systems will score higher than offerors with non-court experience when all other factors are equal.</i></b>
Q7.	Regarding references, are you open to consider references from non-judicial entities? Private sector entities? Non-US based entities?
<b>A7.</b>	<b><i>Yes, Section 4.7.2 References, does not put any limitations on references from non-judicial, private sector or non-US based entities.</i></b>