



Questions submitted by vendors prior to the August 22, 2012, Bidder's Conference for clarification of the RFP for Florida Courts E-Filing Authority Home Page Development

Q: How many content editors might be simultaneously adding, editing, or removing content on the new website and its secure content? Do these content editors have expertise maintaining pages using HTML and CSS code?

A: We have no way of knowing or estimating at this time; this would be part of requirements analysis. However, we do not anticipate that any more than 1-2 people would be editing the website during the normal course of use.

Q: Has a budget been established for the project?

A: The Authority will consider the offers before presenting the budget request to the full Board.

Q: Is there a required date of launch for the redeveloped website?

A: No. This would be established during project initiation.

Q: Has a scoring rubric been set forth for the evaluation committee? If so, what information may be shared at this time?

A: We suggest the following standard scoring.

Background and Experience 20 points

Financial status of Bidder

- Related experience in projects of similar size and scope
- Experience in local government systems
- Responses from client reference checks

Project Organization and Staffing/Resources 20 points

The evaluation of this category is based on the Bidder's commitment to the level of staffing required to complete the project, the qualifications of the Bidder's key personnel, and when applicable, computer resources. Resumes must be included for key personnel.

Project Management, Work Plan and Schedule 35 points

The evaluation of this category is based on the Bidder's submitted written approach to project management, work plan completeness and detail, schedule, and project control mechanisms.

Q: Where will the site be hosted?

A: Undetermined. This would be part of requirements analysis; however, this RFP does not address nor include hosting.

Q: Will the developer have direct access (via remote desktop) to the hosting server for deployment and to be sure the server has the required elements to host the site?

A: Yes, until all deliverables are completed.

Q: What technologies does the site need to interact with (CRM, SharePoint, Microsoft Live)? - Interact meaning that the site doesn't just display a login portal, it actually pulls information from one of those technologies via a database query, xml or other transport method

A: The homepage(s) are intended to provide a link to the existing portal.

Q: Is the developer rebuilding the myflcourtaccess.com portal or just linking to it?

A: The homepage(s) are only intended to provide a link to the existing portal.

Q: What kind of interaction will myflcourtaccess.com have with the new website.

A: The homepage(s) are only intended to provide a link to the existing portal.

Q: Is the developer building in any sort of technology for data to be submitted by general public users?

A: The homepage(s) are only intended to provide a link to the existing portal.

Q: Who is in charge with developing the content (verbiage, stock photography, etc)?
- If the developer, what must the content entail?

A: Undetermined. This would be part of requirements analysis, but it is anticipated that the subcommittee and its designated staff would have input to assist in providing and shaping the needed content.

Q: What is required time frame from JAD to deployment?

A: Undetermined. This would be part of project initiation, but presumably deployment would take less than six months total, including meetings and presentation.

Q: Will you accept a change order clause in the contract?

A: This would be part of a finalized agreement with the selected vendor.

Q: Can the respondent add new sections to the response, those that may not have been required in the RFP?

A: Yes, as long as the requirements of the RFP are met, additional sections can be added to the response.

Q: In the attachment, showing example pages, there is note of using Windows Live Meeting. Is that a requirement of the homepage(s) to be designed?

A: The attachment is to be used as an example. Items shown in the attachment are not required, but could be proposed.