



NEBRASKA SUPREME COURT

Administrative Office of the Courts

Contracting Opportunity for Court Case
Management Systems Contract Programmer

July 18, 2017

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SECTION I

1. SUMMARY

The Administrative Office of the Courts (AOC) is seeking provider(s) of computer application programming services to fulfill an interim contract from a start date to be determined, through June 30, 2019.

2. SPECIFICATIONS

The AOC is responsible for the statewide court automation project referred to as Judicial User System To Improve Court Efficiency (JUSTICE). JUSTICE is the integrated case and financial management system (CMS) for trial courts in Nebraska. JUSTICE is currently in operation in 93 county courts, 93 district courts and 3 separate juvenile courts. JUSTICE is comprised of over 2,000 active programs that run on a networked system of 95 AS-400 servers, hosted through the state's Office of the Chief Information Officer. The AOC also runs a companion appellate court CMS referred to as Supreme Court and Court of Appeals Legal Entries System (SCCALES). Both JUSTICE and SCCALES use COBOL programs to manage internal user data input and batch processes, and are integrated with online public facing applications that use web services to facilitate information exchange.

Contractor will provide programming services for the courts' two CMS applications. Services being sought are that of a single programmer, acting as either a subcontractor, or independent contractor. Work will be as determined by the Deputy Court Administrator for Information Technology.

Contractor will assist with projects managed by the court business analysts. Projects may be assigned with specific deadlines, due to changes in state law, or Supreme Court rule. Other programming projects may also be assigned from the Supreme Court's [technology strategic plan](#). In addition to projects, Contractor may also be asked to provide services to extract raw data and/or help to create reports from the courts' case management and data management systems. Contractor may also be assigned tasks related to general maintenance and support of either CMS.

All hours spent on projects, maintenance, support, or queries are not to exceed 2500 hours during the term of the contract. The AOC will determine each month, the number of programmer hours available and will impose limits based on budgetary constraints, amount of available work, or any other circumstances.

The AOC will provide access to its computer systems as reasonably required for rendering services under this agreement. Contractor will have a workspace provided unless approved for remote work via the State of Nebraska's network as directed by the AOC. Where work is done at the site provided by the AOC, travel time will not be paid. If programmer is assigned to perform work at an alternate location, the AOC will reimburse travel expenses according to the Judicial Branch's policy.

The AOC will pay Contractor for programming services one on a time and materials basis at a rate not to exceed \$90 per hour for all assigned projects.

3. EVALUATION GUIDELINES

Responses will be evaluated based upon the criteria outlined in Section II of this document and scored accordingly. AOC reserves the right (prior to contract award) at its discretion, to contact individual references and to consider other sources of information to determine evaluation scores.

AOC may reject any or all responses and/or cancel this Contracting Opportunity and re-solicit, if such action is in Probation's best interest. Probation may waive informalities and minor irregularities on responses received.

If there are no providers who adequately meet AOC's requirements/specifications or any other standards, AOC reserves the right to reject any or all responses or parts thereof. This Contracting Opportunity does not commit AOC to award any contract or to pay any costs incurred in the preparation of responses. AOC reserves the right to accept or reject, in whole or in part, all responses submitted and/or to cancel this Contracting Opportunity.

SECTION II RESPONSE EVALUATION CRITERIA

Responses will be evaluated through in-depth analysis and scoring based on the following criteria:

- Contractor's qualifications as described in the CONTRACTOR QUALIFICATIONS FOR JUSTICE AND SCCALES PROGRAMMING form (Appendix C).
- Contractor's demonstrated expertise in subject matter, and
- Contractor's references (Appendix B), education, and experience.

SECTION III TIMELINE / SUBMITTAL DOCUMENTS

1. **Timeline**

A. Provider Submittal Letter, Contractor Qualifications For JUSTICE And SCCALES Programming form, and Reference Letters are due **no later than 12:00 Noon Central Standard Time, August 31, 2017.**

B. Responses will be evaluated from September 1, 2017 through September 29, 2017. During this time, AOC may require Provider to accommodate further in-person discussions with an evaluation team. Provider will be notified in writing or by phone if this is requested.

Discussions may be conducted with respondent(s) for the purpose of clarification to ensure full understanding of responses to this Contracting Opportunity. Discussions shall not constitute an award nor shall it confer any property rights on the successful respondent. Award(s) may be made without discussions, therefore, responses shall be submitted complete and on most favorable terms.

C. Provider(s) that are selected by the AOC to provide contracted Case Management Systems Programming Services will be notified around **October 2, 2017.**

D. Providers that were not qualified through the scoring process will be notified by email on or around October 2, 2017.

2. **Submittal Documents**

Five (5) copies of the following materials must be submitted to AOC, at the address specified on Appendix A, as part of a Provider response:

- Submittal Letter (Appendix A),
- Reference Letters (Appendix B), and
- Contractor Qualifications For JUSTICE And SCCALES Programming form (Appendix C)

Responses will not be considered confidential or proprietary and are subject to applicable public record requests.

**APPENDIX A
SUBMITTAL LETTER**

Suzanne Eggert
Contracts and Grants Manager
Administrative Office of the Courts & Probation
PO Box 98910
Lincoln, NE 68509-8910

Dear Ms. Eggert:

In response to your Contracting Opportunity for Case Management Systems Programming Services, this response is submitted for the following Subcontractor/Independent Contractor:

_____.

In submitting this response, I hereby certify that:

1. This document has been read and understood;
2. The materials requested are enclosed;
3. All information provided is true, accurate, and complete to the best of my knowledge;
4. This response is submitted by, or on behalf of, the party that will be legally responsible for service delivery should they be selected for an award.

Signature of Authorized Official	Date
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Name of Signatory: _____

Subcontractor/Independent Contractor

Name: _____

Title: _____ Phone: _____

Company Name (if Subcontractor): _____

Address: _____

Federal Employer ID# or SSN#: _____

APPENDIX B REFERENCES

Respondent shall provide three professional letters of recommendation. If work will be completed by a subcontractor, respondent should include letters of recommendation for both the contractor and subcontractor.

APPENDIX C
CONTRACTOR QUALIFICATIONS FOR JUSTICE
AND SCCALES PROGRAMMING FORM

Name of Contractor:	
Company Name (if applicable):	
Mailing Address:	
Email Address:	
Telephone Number:	

Please provide the following information:

1. Resume (attach)
2. Describe, in detail, Contractor's experience with computer application programming and any associated database systems. Be sure to highlight any experience coding with COBOL for IBM AS/400 systems and/or DB2 experience.
3. Does Contractor have experience in development of application design based on business requirements, and participation in all parts of the project lifecycle? Please explain.
4. How many hours does Contractor prefer to work per week?
5. What is the Contractor's preferred rate per hour?
6. Has Contractor had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract?

☐ Yes ☐ No

If yes, provide a detailed explanation:

I hereby certify that the information provided is accurate and complete.

Contractor Name

Date