



CITY OF HOUSTON

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Subject: Enterprise Legal Management (ELM) Software – Addendum No. 3

Reference: Request for Proposal (RFP) No. S67-T25606

To: All Prospective Proposers

Please note the following due date change and responses to questions from prospective proposers:

1. The solicitation due date has been changed to February 4, 2016 at 2:00 PM CST.
2. Can more information on data layouts be provided regarding the legacy system, such as table names and fields within each table? [Subject to the execution of a confidentiality agreement, the legacy SQL database can be made available for examination by the vendor candidate in coordination with the COH SQL Analyst. The location, date, and time for examining the legacy system will be provided in a subsequent letter of clarification.](#)
3. Once a vendor is selected can the database of the legacy system be provided versus a flat form data set? [Subject to the execution of a confidentiality agreement, the legacy SQL database can be made available for examination by the vendor candidate in coordination with the COH SQL Analyst. The location, date, and time for examining the legacy system will be provided in a subsequent letter of clarification.](#)
4. Since the legacy system uses Crystal Reports did the Department create the existing reports themselves over the years? [The Department did create the various reports with the assistance of outside vendors that provided the case/document management software. We will move to SQL Reporting with the new system.](#)
5. Does the Department currently have a resource for custom report writing? [No, the Department does not have a resource for custom report writing.](#)
6. If standard reports in the system does not satisfy a report will the City consider writing that internally? [The City expects out of the box functionality allowing for customization of standard reports or development of new reports.](#)

7. On page 4 of the RFP under the time and financial management features it refers to invoicing features. Could you provide more detail about the requirements? Is this for internal city department bill back capability or designed around receiving Outside Counsel invoices? This feature is for internal city department bill back capability. An Invoicing Feature may prove to be helpful, especially in the area of Case Management and determining cost of litigation, and a place to enter litigation expenses and costs of court as they arise so that we can easily generate a report itemizing those.
8. G8 – Does the Legacy System generate calendar items in a commonly used format (e.g., .ics), or is it in a proprietary format? Subject to the execution of a confidentiality agreement, the legacy SQL database can be made available for examination by the vendor candidate in coordination with the COH SQL Analyst. The location, date, and time for examining the legacy system will be provided in a subsequent letter of clarification.
9. Cust5 – Can you provide an example of a statute and fees that would need to be updated periodically? TPIA fees, witness or subpoena fees, or court costs may change periodically. This does not happen very often (e.g. every few years, if that).
10. Cust15 – Can we get an example of Case Automation Rules as described in this requirement? Examples of Case Automation Rules includes calendaring of ticklers for answer dates (e.g. the date the Answer to a lawsuit is due), response dates (for any type of responsive filing or motion), and deadlines set forth in the Court’s docket control order.

An example of a docket control report is attached, which requires the designation of expert witnesses by a certain date. An example docket control report is attached. Please note that in Texas, a Docket Control Report (DCO) is routinely issued by the Texas state district and county courts within the first couple of months of the case filing. The Legal Department receives it by mail and then we save it to our system as a pdf. The Court may fill in all of the dates or some of the dates, and the dates may be subsequently changed by court order or agreement of the parties.

Also attached is motion which requires a response by a certain date. The due date for motions would depend on whether the case is being litigated in federal or state court and we would need different automation rules set up (once the system has the indicator that lets it know whether the case is in federal or state court). By way of example, attached please find the Texas rule setting forth the deadlines to respond to a summary judgment motion.

11. D30 – Can you provide a sample of an automatically generated document, and what type of event would dictate this should happen? Below, please find several examples of events that would dictate automatic generation of a document:
 - a. the initial documents to be generated with original suits in state or federal court for service of citation and the case information sheet;
 - b. an Order generated with any motion or response to a motion in a lawsuit;
 - c. a form for responses to requests for disclosures that should be generated for us to populate for all state court lawsuits immediately at the initiation of a case
 - d. When the department receives a liability claim, various automatically documents are generated, such as an acknowledgement letter identifying assigned Claims Coordinator and a memo to the involved department(s) requesting evidence relating to the claim. An example is attached.
12. D31 – Can you provide an example of when a mail merge might be required? For example, the Contracts section uses mail merge to merge different names, addresses, percentages, amounts, tax

ID number, etc. into form/template documents. It is also used to personalize letters (e.g. merge name and address) into a standardized letter template. Another example is when the department sends a mail blast to a high number of recipients regarding a specific issue, such as notifying candidates of the law that prohibits placement of campaign signs on public property.

13. At what point would vendors be given access to a sample of the flat file, access databases, reports, logs and templates? We would like to know what format dates are captured /stored. Subject to execution of a confidentiality agreement, the legacy SQL database and legacy front-end can be made available for examination by the vendor candidate in coordination with the COH SQL Analyst. The location, date, and time for examining the legacy system will be provided in a subsequent letter of clarification.

An example report for the Contracts Section is attached.

14. Pg. 8 – Document Type – should the statement “more than 50 customized fields for document type” be understood to mean more than 50 document types, or are there indeed to be 50 customizable fields? Could we be given a few examples? This means 50 or more document types.
15. Pg. 10-11 – Crystal Reports – is the ELM expected to utilize existing Crystal Reports? If so, can we get samples of any of those reports? Is it required that all reports be in Crystal Reports' format? With the new system, we will be moving to the use of SQL Reporting. We will provide samples of the existing reports to the vendor candidate.
16. Would the City be willing to upgrade their office workstations to MS Office 2010 or later as a requirement for implementation of the ELM? The City currently utilizes MS Office 2010 and will upgrade pilot-user workstations as necessary.
17. Pg. 40 - Data Migration Costs – “State the timing and cost to migrate/convert existing data from the Legacy System to the new ELM System.” Will we have access to data samples in order to provide a reasonable estimate of conversion complexity? Subject to execution of a confidentiality agreement, the legacy SQL database and front-end can be made ready for examination by the vendor candidate in coordination with the COH SQL Team. The location, date, and time for examining the legacy system will be provided in a subsequent letter of clarification.

As of 1/4/16, there is 1TB of Legacy Data. Vendors are invited to quote a Fixed-cost estimate for full migration SQL-to-SQL, or Flat-File-to-SQL.

18. Title VI Complaints

There is mention of a Control Number. Where do these numbers get generated? In what form? Log/Excel? Software? Presently control numbers are generated as a sequential addition to a manual list/log; no software is involved.

19. Office of the Inspector General

Would OIG consider moving to an online form that could auto-populate data into the ELM? This could be a significant savings in personnel time and costs. The form should be an internal component to the ELM and not a run-time program or cloud-based addition.

If you have additional questions or require further clarification please contact Division Manager, Brenda Chagoya at (832) 393-8723 or via email brenda.chagoya@houstontx.gov

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.