



CITY OF HOUSTON
INFORMATION TECHNOLOGY
DEPARTMENT
Q23218
NOTICE OF REQUEST FOR QUALIFICATIONS

STRATEGIC PURCHASING
DIVISION
901 Bagby Street, Concourse
Level
Houston, Texas 77002

DESCRIPTION OF SERVICES

The City of Houston Information Technology Department (“the City”) is soliciting proposals from qualified Information Technology Experts specializing in the development and implementation of Case Management Systems.

Please review the Scope of Work/Services below. These documents shall be addressed to the Information Technology Department (Procurement Section), 611 Walker (Room 800) Houston, TX 77002 and will be **received until 4:00 p.m. (CDT) by Wednesday, April 22, 2009**. Any submissions received after this time will not be considered. Submit qualifications in a sealed envelope and clearly identify RFQ number and firm name on the outside of the envelope.

The City will conduct a Pre-submission meeting on **Tuesday, April 7, 2009 at 3:00 p.m.** in Room 1634 on the 16th floor of 611 Walker Street. If you should have any questions regarding this RFQ, please send them via e-mail CourtsProject@cityofhouston.net.

SCOPE OF WORK/SERVICES

The City of Houston (“the City”) intends to develop and implement a Case Management System for the Houston Municipal Courts based on the Conceptual Design document attached to this Request. This Project will require a significant capital investment that will provide the opportunity for the City to achieve three objectives:

- 1) Replace the legacy court system with a new system that is designed to meet the requirements of the largest fine-only based court operation in the United States.
- 2) Build a Service Oriented Architecture (SOA) Applications Development Platform that can expedite the development of the new Court System and be used for all future application development projects within the City.
- 3) Establish a core application’s development team within the City’s Information Technology function that is capable both of supporting and extending the SOA Applications Development Platform and of developing application software using the Platform.

The City envisions five approaches for achieving these objectives:

- 1) Procure the services of a software development firm that will build both the Applications Development Platform and Court System as well as provide implementation services such as integration / acceptance testing, process engineering, training, and Organizational Change



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Management, with twenty-five to fifty percent of project staffing positions being filled by City employees.

- 2) Procure the services of a firm that can build the Applications Development Platform and provide appropriate support to a City staffed project team that will build the Court System.
- 3) Procure the services of individual firms that will provide services for software development, implementation services such as coordinating integration / acceptance testing, process engineering, training, Organizational Change Management.
- 4) Procure the services of professional recruiting firms to facilitate recruiting for both full-time and contract positions required to complete the Project.
- 5) A combination of the first four approaches, e.g. 2) and 3); 3), and 4); or 2) and 4)

This RFQ is seeking responses from qualified vendors that:

- 1) Describe their recommended approach for achieving the City's three objectives
- 2) Demonstrate their qualifications to apply the professional skills required to successfully execute their recommended approach

At the conclusion of this selection process, the City intends to enter into a contract for consulting services with one or more qualified vendors to assist the City with achieving its three objectives. To qualify for the contract award, the selected firms **MUST** demonstrate competency in one or more of the following areas:

- Service Oriented Architecture (SOA)
- Large scale application's development, including integration of multiple technologies and tools, e.g. Electronic Document Management Software integration
- Enterprise Content Management (ECM)
- Development and delivery of training programs for new applications, including administration of sign-up / attendance, proficiency testing, and training of internal personnel to develop and deliver training
- Business Process Engineering and Organizational Change Management
- Recruiting for the types of skills required for this project.

To be considered, firms must submit a specific Statement of Qualifications (SOQ) for each area of competency that the firm elects to include in their response. The SOQ must include:



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- A critique of the Conceptual Design
- A description of the firm's capability for each selected competency
- An outline of the approach that will be used to deliver each selected competency
- A description of prior projects where the firm has delivered services for the selected competency
- Specific qualifications of the individuals/employees to be assigned/hired for the project
- An estimated number of hours for the detail design phase
- Hourly rate and any ancillary expenses for each skill set included in the response
- At least three references for each area of competency that demonstrate firms' ability to successfully deliver selected services while building an effective working relationship with its clients

In addition to the SOQ, responding firms must provide a statement that the firm understands:

- The City's MWBE program and will agree to a fair and reasonable MWBE goal
- The City's insurance and health insurance (Pay or Play) requirements
- That the City will require the selected firm(s) to maintain an appropriate level of General, Automobile, Workers Compensation, and Professional Liability insurance
- That selected firms may have to provide the City with a performance bond or letter of credit to cover potential damages if the firm fails to perform in accordance with the contract
- That the City will not agree to a limitation of liability clause in the contract between the firm and the City of Houston
- That the City will retain the rights to the intellectual properties developed under the contract for this project.

The length of submittal document shall not exceed five pages (single sided) per competency area, excluding resumes of personnel being presented.

A committee appointed by the Information Technology Director will review the submittals and recommend the most highly qualified firms.

Deadline: Respondents shall provide six copies of:

- a letter of interest notifying the City of Houston of the provider's intent to be considered for this project,



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- the Statement of Qualifications, and
- the Statements of Understanding