



# ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER  
580 TAYLOR AVENUE  
ANNAPOLIS, MARYLAND 21401

**Pamela Harris**  
State Court Administrator  
410-260-1295

## Questions/Responses No. 2 to the Request for Proposals (RFP) K16-0013-29

### Oracle Business Intelligence Application Development Services Resources

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

42. Question: Please let us know the number of OBIEE environments that needs to be implemented? (QA and Production are mentioned in RFP. Are any other environments to be implemented e.g. Development, Integration, etc...)

**Response: Two environments will be implemented by the contractor.**

43. Question: It is mentioned that "Integrate Security to include Maryland Department – Judiciary (MDJ) Security standards, Single Sign On (SSO) and Active Directory". Please elaborate on the SSO and Security standards required. Is Microsoft Active Directory being used? Is the implementation of Data Level Security (like position, Org based) in scope? What are the security standards required? Any documentation available on the same?

**Response: Active Directory State Security Policy is documented at DOIT site.**

44. Question: It is mentioned that "Knowledge Transfer to Maryland Judiciary, all knowledge transfer will include at least a daily touch base which includes what tasks are to be accomplished that day, the steps involved and the commitment to explain each step during the task to the "shadow" from Maryland Judiciary".

Please let us know the expected number of users for Knowledge Transfer (KT)? Will KT happen at a single location? Can Training being given using 'Train the Trainer' approach?

**Response: Approximately six users.**

**Knowledge transfer will potentially take place in two different locations but will remain in the greater Annapolis area.**

45. Question: In Phase II, it is mentioned that 10 Custom Dashboards will be implemented. Please let us know the approximate number of Reports to be customized in each dashboard.

**Response: Determined during detailed requirements**

46. Question: It seems that this is a fixed price contract. Please confirm.

**Response: See Amendment 2.**

47. Question: It is un-clear from the solicitation if a fixed price has to be given for SOW or for resources to be engaged for 2 years to finish the work?

**Response: See Amendment 2.**

48. Question: Is the “Plan” referenced in RFP 3.4.5 a Project Management Plan to performing Phases I-III? That is does the “Plan” address management of the contract and projects according to project management organization, resources, risk, quality assurance, security etc?

**Response: RFP Section 3.4.5 outlines the organization/structure of the technical proposal.**

49. Question: Does the “Plan,” “timeline,” and “team” resumes referenced in RFP section 3.4.5 fall under RFP section 3.4.5.2, Offeror Experience or 3.4.5.6, Required Affidavits?

**Response: 3.4.5.2.**

50. Question: Volume II – Financial Proposal states that “the Financial Proposal must contain all price information in the format specified in Attachment E.” Is that the only requirement for Volume II?

**Response: Yes.**

51. Question: Is there a level of effort for performing these tasks?

**Response: A LOE have not been performed.**

52. Question: Are “Deliverables” and “Tasks” considered “Work Requirements” per RFP 3.4.5.1?

**Response: A “work requirement” is any requirement outlined in the RFP.**

53. Question: Does the Judiciary anticipate performing Phase III tasks during the performance of Phase II tasks?

**Response: Not at this time.**

54. Question: Does consecutive page count include Transmittal Letter, Title page, yellow pages identifying Information (sections, page numbers) proposal, table of contents, resumes, past performance references, Required Affidavits?

**Response: Does not include transmittal letter – all others: Yes.**

55. Question: In section 1.26, “Verification of Registration and Tax Payment” If a company registers now, would they be approved by the submission due date? If not would the government take into consideration that a registration is pending?

**Response: The AOC cannot guarantee that a company registering with the Department of Assessments and Taxation will be approved by the time of award. If a company is pending, it will be taken into consideration.**

56. Question: Will an application for MBE status that is pending approval be considered if not yet certified by submission date?

**Response: Offeror MUST be MBE certified at the time of award.**

57. Question: Is this for Finance only, or is Procurement included?

**Response: Oracle Financial Analytics Fusion Edition & Oracle Procurement and Spend Analytics Fusion Edition, see Amendment No. 2**

58. Question: When are questions due to the Judiciary?

**Response: There is no cut-off date on the submission of questions.**

59. Question: When will answers to questions be provided?

**Responses: Responses to questions will be provided as soon as is feasible.**

60. Question: Do we need to address upgrade process form any existing OBIA implementation in our proposal?

**Response: No existing OBIA.**

61. Question: The number of reports that are to be delivered in Phase II is not clear.

The RFP states “Design and Develop up to 10 custom dashboards and associated reports in QA and in production environment against standard OBIA Model (Custom Reports 10).” and it would assist our proposal team determine a correct estimate, if the Judiciary provide a count of “number of report(s)” to be designed and developed in QA.

**Response: 10 custom reports.**

62. Question: Could the Judiciary please provide the Oracle BOM that is to be implemented so we can make sure our estimates includes the appropriate modules to be implemented?

**Response: Financial Analytics, Procurement & Spend Analytics, Oracle DataIntegrator for BI.**

63. Question: RFP section 3.4.5.6 requests “certified copies of applicable policies of insurance”. Is a copy of insurance certificates adequate to fulfill this requirement?

**Response: Yes.**

64. Question: With the 10 dashboards during initial phase, is this 10 total for both procurement and finance?

**Response: Yes, 10 for both Financial Analytics, Procurement & Spend Analytics**

65. Question: Please clarify “installation of Advanced IBM AIX environment”. Do you want the contractor to install and configure the AIX operating system?

**Response: AOC/JIS will install and configure the AIX operating system.**

66. Question: Please provide details on specific PeopleSoft modules that will be used for developing OBIEE dashboards.

**Response: SD-Order-to-Cash, GL, AR, Purchasing, e-procurement, Grants. These will be OBIA not OBIEE dashboards.**

67. Question: Please clarify “Integrate security to include Maryland Department”. Does the scope of this RFP include installation and configuration of OID, Oracle Security and Active Directory? Or is OID, Oracle Security and Active Directory integration already configured and the RFP scope is to integrate OBIEE with OID?

**Response: The scope is to integrate OBIEE with Active Directory. The current Financials project uses Active Directory for authentication.**

68. Question: Can you provide current and target applications and their associated version numbers? (e.g.: PSFT 9.0, Oracle DB version # etc.)

**Response: FSCM V9.1, PS Tools 8.53  
Database Version 11.2.0.3.0**

69. Question: The RFP mentions two years of initial contract terms, with the third year as optional, and it also mentions Phase 1-3. Are the phases directly correlated to the yearly contract terms (e.g.: Phase 1 = Year 1, Phase 2 = Year 2 etc.)?

**Response: Not necessarily.**

70. Question: Design and Develop up to 10 custom dashboards: Can you provide additional details on the information type each dashboard would include, the number of custom metrics and the roles and responsibilities of end users using such dashboards?

**Response: The type of information in a dashboard will be determine by that user's job duties. Part of this Project will be to determine the metrics.**

71. Question: Other than PeopleSoft, would other data sources be included in these custom dashboards? If yes, how will such data be integrated with OBIEE?

**Response: No.**

72. Question: Can you provide details or current samples (if exists) of the 10 custom reports required in Phase II.

**Response: No reports at this time.**

73. Question: Can you provide any details on the expected PSFT modifications or number of new workflows to be developed

**Response: To be determine as part of the project**

74. Question: Can you provide details or current samples (if exists) of the 10 dashboards and associated reports resulting from PSFT modifications?

**Response: Nothing exist at this time.**

Issued by: Khrystine Bunche  
Procurement Officer  
September 17, 2015