January 3, 2018

Dear Vendor:

This letter is to announce the release of this Request for Information (RFI) for the purpose of obtaining information and recommendations for software that will fulfill our legal electronic docketing needs as described in the attached RFI.

If you are interested in submitting a response for this important project, please obtain the RFI through ODM’s Web Page at: www.medicaid.ohio.gov, and following these instructions:

* Under the Resources tab
* Go Down to Legal and Contracts
* Select RFPs in the drop-down menu
* Click the Link to the actual RFP

If you experience problems opening the above referenced ODM URL, please contact the ODM Office of Contracts and Procurement at the following telephone number: (614) 387-8668.

Again, responses must be prepared and submitted in strict accordance with the requirements and time frames given in the RFP. Thank you for your attention to this request.

Sincerely,

//SIGNED//

Jessica Gaston Mathews
Senior Legal Counsel
Office of Contracts and Procurement

JGM/drt
Request for Information # R-1819-1008

Legal Electronic Docketing System

Section I – General Information

The Ohio Department of Medicaid (ODM) releases this Request for Information (RFI) for the purpose of obtaining information and recommendations for software that will fulfill our legal electronic docketing needs as described in Section III of this RFI.

Respondents should note that no contract will be awarded pursuant to this RFI and that responding to, or not responding to, this RFI will neither increase nor decrease any respondent’s chance of being awarded a contract from a subsequent solicitation by ODM. Please be advised as well that the contents of your response will be considered public information and will be made available upon request by interested parties.

Interested Parties may ask clarifying questions regarding this RFI. To ask a question, Interested Parties must use the following Internet process:

1. Access the ODM Web Page at http://medicaid.ohio.gov;
2. Go to the “Resources” tab and select “Legal and Contracts”;
3. Select “RFPs”, then under “Current Solicitation” select the appropriate posting;
4. Provides access to the posting on the DAS website;
5. Select the “Submit Inquiry” option button; and
6. Provide requested information and submit question.

Questions about this RFI must reference the relevant part of this RFI, the heading for the provision under question, and the page number of the RFI where the provision can be found. The Interested Party must also include the name of a representative of the Interested Party, the company name and business phone number. ODM may, at its option, disregard any questions which do not appropriately reference an RFI provision or location, or which do not include identification for the originator of the question. ODM will not respond to any questions submitted after 8:00 a.m. on the date the Q&A period closes.

The answers provided by ODM may be accessed by following the instructions above, once the Q&A period closes and ODM posts the Q&A Document.

ODM responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFI, for reference by all Interested Parties. Interested Parties’ questions shall only be answered inside this forum. Clarifying questions asked and ODM responses to them comprise the “ODM Q&A Document” for this RFI. ODM reserves the right to determine when to post (i.e., as received or after the closing of the Q&A period) official answers to vendor questions.

Vendor proposals in response to this RFI are to take into account any information communicated by ODM in the Final Q&A Document for the RFI. It is the responsibility of all Interested Parties to check this site
for responses to questions, as well as for any amendments or other pertinent information regarding this RFI.

Anticipated Timetable

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT/ACTIVITY</th>
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<tbody>
<tr>
<td>01/03/2018</td>
<td>ODM releases the RFI to the Vendor Community on the DAS and ODM websites: Q&amp;A period opens</td>
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<td>-RFI becomes active</td>
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<td>-Interested Parties may submit inquiries</td>
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<tr>
<td>01/12/2018</td>
<td>Q&amp;A period closes; 8 a.m. (for inquiries for RFI clarification)</td>
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<td>-No further inquiries will be accepted</td>
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<td>-ODM will provide answers to the inquiries as they come in and that will make up the Final Q&amp;A Document</td>
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<tr>
<td>01/31/2018</td>
<td>Deadline for Interested Parties to submit responses to ODM (3 p.m.)</td>
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<tr>
<td>02/19/2018-03/02/2018</td>
<td>Interested Party Demonstrations (at ODM discretion)</td>
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Section II – Background

A Request for Proposal (RFP) for audit and litigation tracking software was awarded by the Ohio Department of Job and Family Services (ODJFS) in 2006 for a proprietary software product. In July 2013, the Ohio Department of Medicaid (ODM) separated from ODJFS and became Ohio’s first Executive-level Medicaid agency. Since that time, ODM has continued to utilize the same proprietary software for both litigation and audit tracking. ODM is now interested in obtaining information regarding other alternatives for litigation tracking and case management and has decided to pursue a Request for Information in order to determine the available options.

Section III – Content of Response

ODM hopes that the issuance of this RFI will generate constructive and substantial comment from all of the vendors with an interest in the development, design and ultimate implementation of this specific project. We intend to use the comments and suggestions received to inform and guide the next steps in this process, as well as to facilitate and inform further conversations with vendors.

The system must demonstrate the following criteria:

1. Ability to transfer old files to new system.
2. Document management
   a. Storing documents
   b. Interfacing with other systems to generate documents and/or document automation (being able to generate documents)
   c. Documents sorting capabilities (type, date, etc.)
   d. Document search capabilities, to serve as a “brief bank”
   e. Pleadings index
   f. Court docketing
3. Integration with Outlook  
   a. Calendar – Office wide, group and individual  
   b. Emails – generate emails and easily import emails into file  
4. Task management  
   a. Being able to create tasks with deadlines  
   b. Reminder emails for tasks  
5. Possibility of access for hearing examiners. If not full access, maybe a client portal  
6. Access Control: System is configurable to enable users and/or role based permissions to control what system features and data, users can access  
7. Organization of case specific information (customizable fields) including but not limited to:  
   a. Contacts (that ties into the document automation so cover letters can be system-generated)  
   b. Meetings  
   c. Tasks  
   d. Expenses (if would be helpful)  
   e. Notes  
   f. Documents  
   g. Ability to support predefined templates that could be used in notifications  
8. Identification of changes  
   a. Listing of who logged into a particular matter, when they did so. Possibly what they did.  
   b. Audit Trail: System should log administrative and user actions and be able to report on logged items.  
9. The ability to consolidate multiple cases into one matter, but still be trackable through original case numbers as well as subsequent case numbers  
10. The ability to create a record for appeals  
11. Ability to support standard and ad hoc reports  
12. Ability to integrate with State Active Directory

Section IV - Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information, as defined in ORC § 1333.61, in their responses. ODM shall consider all responses voluntarily submitted to any ODM procurement document to be free of trade secrets, and such proposals if opened by ODM, will in their entirety, be made a part of the public record, and shall become the property of ODM.

Any submissions received in response to this RFI that are opened and reviewed by ODM, will be deemed to be a public record pursuant to ORC §149.43.
Section V - Submission

ODM requests submissions in electronic (e-mail) format to the Office of Contracts and Procurement (OCP) Bid Mailbox located at:

ODM_Bid-Request@medicaid.ohio.gov

The vendor’s total submission must be received by OCP no later than 3:00 p.m. on January 31, 2018. Fax or hard copy submissions are not accepted, nor e-mail submissions to any address other than the email address listed above.

Please convert the entire submission into one single .pdf document and attach it to the e-mail. All submissions must be received by OCP by the specified deadline. Materials received after the date and time as stated above will not be added to any previously received submissions.

OCP will accept e-mail submissions only. Confirmation of e-mailed submissions will be provided within two business days of receipt.

Thank you for your interest in this project.