

OHIO ATTORNEY GENERAL'S OFFICE
REQUEST FOR PROPOSALS
e-Billing / Legal Matter Management System

AGO-eB-LMS-20-1001
October 1, 2019

Proposals *must* be received and stamped at:
Ohio Attorney General's Office
Information Technology Services Section
ATTN: RFP REVIEW COMMITTEE (AGO-eB-LMS-20-1001)
150 East Gay Street, 20th Floor
Columbus, Ohio 43215

On or before:

October 31, 2019 at 3:00 PM Eastern Daylight Time

AGO-eB-LMS-20-1001 Addendum 3 – Effective October 23, 2019

This addendum to the RFP is issued to indicate that the response to Attachment A should be included in Section E of the Proposal content.

Attached are revised pages 20, 22 and Attachment B page 1 to this Request for Proposal (RFP). **Please remove the corresponding pages from the existing RFP and replace with the attached.**

5.4. **Proposal Content**

The Proposal *must* be organized and contain information as specified in the following paragraphs.

5.4.1. **Section Reference Table**

Section Ref.	RFP Proposal	Page Limit
-	Transmittal Letter	1
-	Table of Contents	N/A
A	Executive Summary	2
B	Project Organization, Reporting Structure, and Staffing	2
C	High-Level Schedule Summary – e-Billing Management	4
D	Prospective Contractor Qualifications	4
E	Approach and High-Level Plan - e-Billing Management (8 pages) [Include response to Attachment A (80 pages)]	8 / 80
F	References (using Attachment C)	3 Each
G	Cost Proposal - e-Billing Management	2
H	Exceptions, Assumptions, and Deviations	N/A
I	Trade Secrets	N/A
J	High-Level Schedule Summary - Optional Legal Matter Management	2
K	Approach and High-Level Plan – Optional Legal Matter Management	2
L	Cost Proposal – Optional Legal Matter management	2

Prospective contractors *must* use the section reference naming conventions outlined in the table above in their Proposals.

5.4.2. **Table of Contents**

The Proposal *must* contain a table of contents clearly identifying the Proposal’s section references and page numbers.

5.4.3. **Section A – Executive Summary**

The Executive Summary *must* provide an overview of the prospective contractor’s qualifications and the proposed approach to satisfying the requirements of this solicitation.

The Executive Summary *must* not contain any system cost or pricing information.

tools to be used. If the prospective contractor recommends any additional deliverables, they should also be discussed here.

This section should include the prospective contractor's response to Attachment A – e-Billing / Legal Matter Management System Requirements.

5.4.8. Section F – References

The prospective contractor *must* provide **three (3) references using the form in Attachment C – Contractor Reference Form**. If a subcontractor is planned, then this requirement is applicable as well.

5.4.9. Section G – Cost Proposal – e-Billing Management

The prospective contractor *must* submit this cost section to accomplish the work necessary for the scope of work of this RFP. The base cost proposal (e-billing management) *must* be included as a sealed separate document from the Proposal and on a separate identifiable file in the thumb drive.

This section *must* include the detail and summary costs for the following categories, if applicable:

- Implementation Costs – The cost proposal should include all costs to accomplish the work proposed in the scope of work of this RFP to ensure complete and successful implementation of the proposed solution. The Implementation costs are to be a fixed price.
- Annual Costs - The cost proposal should include the ongoing annual costs for a cloud solution (including licenses and support).

NOTE:

- **THE SELECTED CONTRACTOR WILL NOT BE PERMITTED TO CHARGE LAW FIRMS FOR ACCESS TO THE SYSTEM. FIRM ACCESS FEES MUST BE INCLUDED IN THE TOTAL ANNUAL LICENSE COST.**

5.4.10. Section H – Exceptions, Assumptions, and Deviations

The prospective contractor *must* submit a section identifying any exceptions, assumptions, or deviations to this RFP. If there are none, please state “NO EXCEPTIONS, ASSUMPTIONS OR DEVIATIONS in the PROPOSAL” when completing this section of the Proposal.

- a) Prospective contractors must not take exception to any statement in subsection 3.2, Requirements Specific to the State of Ohio.
- b) The listing of exceptions, assumptions, or deviations will not automatically cause a Proposal to be deemed unacceptable.
- c) A large number of exceptions, assumptions, or deviations or one or more significant exceptions, assumptions, or deviations not providing sufficient benefit to the AGO may result in rejection of the Proposal(s) as unacceptable. The interpretation of “large,” “significant” and “sufficient” is at the discretion of the AGO.

7.2 Attachment B –Proposal Checklist for Completeness

Section Ref.	RFP Proposal	Page Limit
-	Transmittal Letter	1
-	Table of Contents	N/A
A	Executive Summary	2
B	Project Organization, Reporting Structure, and Staffing	2
C	High-Level Schedule Summary – e-Billing Management	4
D	Prospective Contractor Qualifications	4
E	Approach and High-Level Plan - e-Billing Management (8 pages) [Include response to Attachment A (80 pages)]	8 / 80
F	References (using Attachment C)	3 Each
G	Cost Proposal - e-Billing Management	2
H	Exceptions, Assumptions, and Deviations	N/A
I	Trade Secrets	N/A
J	High-Level Schedule Summary - Optional Legal Matter Management	2
K	Approach and High-Level Plan – Optional Legal Matter Management	2
L	Cost Proposal – Optional Legal Matter management	2