

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 4 – Effective December 2, 2019

This addendum to the RFP is issued to update the Procurement Schedule. The scheduled was revised for events 5 through 10.

Attached is revised page 6 to this Request for Proposal (RFP). **Please remove the corresponding page from the existing RFP and replace with the attached.**

The AGO is also interested in possibly using the system for legal matter management such as tracking matter assignment information, controlling board request information and determining future fiscal year budget projections. The focus of this RFP is to provide e-billing management; however, prospective contractors may include in their response an approach and estimated cost for providing legal matter management.

1.3. Contact

Until the AGO advises differently, all contact is to be in writing using the State of Ohio Procurement site.

<https://procure.ohio.gov/proc/searchProcOppsResults.asp?t1=0&IN=&DBN=&SK=&MT=All&KST=AllWords&OT=RFP&OSTAT=Active&SDT=0&SD=&ED=&A=10722&AT=Attorney General&OTT=Request For Proposal&SDTT=- Select Type - &MTT=&OSTATT=Active>

All inquiries and responses will be posted to the same web site.

The due date for any inquiry within the intent and scope of this RFP *must* be received by the **RFP Inquiry Deadline Date/Time** found in the Procurement Schedule table.

1.4. Schedule of Events and Deadlines

The AGO will orient the procurement to the dates indicated in the table below.

Table 1 – Procurement Schedule

No.	Action	Date
1	RFP Released	October 1, 2019
2	RFP Inquiry Deadline Date/Time: Written Questions for Clarification Must be Submitted by Contractors no later than 03:00 pm Eastern Daylight Time	October 14, 2019 03:00 p.m.
3	Contractor Questions Answered (Addendum posted by the AGO as necessary)	October 17, 2019
4	RFP Proposal Response Deadline Date/Time: Must be Received From Contractors No Later Than 03:00 p.m. Eastern Daylight Time	October 31, 2019 03:00 p.m.
5	AGO Review and Evaluation of Proposals	November / December 2019
6	Contractor Presentations, Interviews, and Demonstrations (if requested by the AGO)	December 2019 / January 2020
7	Apparent Successful Contractor Notification	January 2020
8	Contract Process and AGO Due Diligence	January / February 2020
9	Signed Contract and Controlling Board Process	February / March 2020
10	Project Kickoff	March 2020