

**Office of the Chief Justice**

**Republic of South Africa**

|  |  |
| --- | --- |
| **RFI REFERENCE NUMBER** | **OCJRFI/01/2016** |
| **DESCRIPTION** | **Request for Information: Implementation of Electronic Court Filing Solution** |
| **PUBLISH DATE** | **07 October 2016** |
| **VALIDITY PERIOD** | **120 days from the closing date** |
| **CLOSING DATE** | **31 October 2016** |
| **CLOSING TIME** | **11: 00**  |
| **BRIEFING SESSION** | **14 October 2016** |
| **RESPONSES DELIVERY VENUE** | **The Office of the Chief Justice (OCJ)****14TH Road, Noordwyk****Midrand, Johannesburg** |
| **ATTENTION** | **Arthur Kekana** |

Respondents are hereby invited for the supply of information on the Electronic Court Filing system to the Office of the Chief Justice. With this RFI we request information regarding your company and your products/services. This RFI is neither a tender, RFP nor RFQ. No conclusions will be drawn between respondents. The OCJ reserve a right to procure system from any of the suppliers.

The purpose of this request is to gather information and acquire a clear understanding of what the market has to offer regarding the E-Filing solution for the courts

**ENQUIRIES SHOULD BE DIRECTED TO BELOW PERSONS**

 **Supply Chain Management Technical specifications**

|  |  |
| --- | --- |
| Name: Elaine Chambers | Alex Maholela |
| Tel. 010 493 2602 | Tel: 010 493 2550 |
| Email: echambers@judiciary.org.za  | amaholela@judiciary.org.za  |
|  |  |

**Table of Contents**

[1 Introduction 2](#_Toc462719483)

[1.1 Overview 2](#_Toc462719484)

[1.2 Purpose 2](#_Toc462719485)

[1.3 Respondents 3](#_Toc462719487)

[1.4 Process 3](#_Toc462719488)

[1.5 Rules 3](#_Toc462719489)

[2 Approach 3](#_Toc462719490)

[2.1 Methodology 4](#_Toc462719491)

[2.2 Project Activities 4](#_Toc462719492)

[2.3 Timeframes 4](#_Toc462719493)

[2.4 Pricing 4](#_Toc462719494)

[3 Solution Overview 4](#_Toc462719495)

[3.1 Technology Platform 4](#_Toc462719496)

[3.2 System Capabilities 4](#_Toc462719497)

# Introduction

## Overview

The Office of the Chief Justice (OCJ) is a newly established National Department proclaimed by the President of the Republic of South Africa on 23 August 2010. Subsequent to the Proclamation of the OCJ as a National Department, the Minister for Public Service and Administration made a determination regarding the purpose and objectives of the OCJ as follows:-

* To ensure that the Chief Justice can properly execute his mandate as both the head of the Constitutional Court and the head of the Judiciary;
* To enhance the institutional, administrative and financial independence of the OCJ; and
* To improve organizational governance and accountability, and the effective and efficient use of resources.

The main challenge of the courts is that courts handle a lot of paper records throughout the court administration process, these include dockets, case files and judgements. OCJ would like to implement an electronic court filing (E-Filing) system to manage, secure and ensure sharing of records in order to improve efficiency and improve quality of service to the public. The use of digital technology is critical in managing and securing all records linked to a case. The deliverables include: Verification the business requirements for the E-Filing system, Case Management System and the Court Performance Management System, thorough analysis to determine the exact functional requirements of the System, design of Information System (E-FILING SYSTEM) that has the functionality as specified in the Business Requirement Specification (BRS), actual development \ customization of the E-FILING SYSTEM that has functionality as specified by the Department, deployment of the E-FILING SYSTEM to the OCJ datacentre (SITA), piloting of a functioning system and ensure that it has no major problems, training of users at 9 provincial divisions, provision of support and maintenance of the system for period of 60 months

## Purpose

## The purpose of this RFI is to allow provide OCJ a chance to gather information and have a clear understanding of what solutions are available on the market and which ones will meet the business requirements at what cost. The RFI process does not necessarily lead to the appointment of the service provider as according to the NT guidelines.

## Respondents

Responses are expected from service providers with extensive experience in the ICT field, Solid experience with technology solution implementation / software solution implementation. The service provider must expertise in the implementation of the E-Filling System / Case Management System / Digitization of the courts / Automation of the courts.

## Process

Upon receipt of the RFI responses, OCJ will gather information on how each response addresses the following:

* How many of critical business requirements can be met by the proposed solution
* What is the total cost of the proposed solution
* How does the costing model fit to the organization
* What implementation methodology and approach will be used to implement the proposed solution
* Availability of skilled resource to implement and maintain the proposed solution
* The ease of integration of the proposed solution with 3rd party systems
* The stability of the proposed solution
* Scalability of the proposed solution in terms of implementation (Can the system be implemented in exclusion of other modules?)
* The duration it will take to complete the project
* What licensing model is applicable for the proposed solution

## Rules

Responses must include the following:

* Company profile
* Technical solution architecture diagram
* Detailed breakdown of the total cost of the solution

# Approach

The respondents have to provide an overview on the implementation approach by addressing the following:

## Methodology

Which best practice solution implementation methodology is going to be used for the project?

## Project Activities

Which activities are going to be executed for the actual implementation of the project? Which resources are going to be required to execute those activities?

## Timeframes

Which activities will be executed when and which milestone will be achieved by when?

A high level project schedule must form part of the response.

## Pricing

Respondents should provide full details of the cost of ownership of the solution.

A detailed breakdown of:

* Acquisition Costs (Per Module)
* Customization and Implementation Costs
* Training Costs
* Maintenance / Support Costs
* Licensing Costs
* Project Management Costs
* Change Management Costs
* Infrastructure Costs

# Solution Overview

Respondents must provide details about their proposed solution regarding the following:

## Technology Platform

Server Infrastructure Requirements

|  |  |
| --- | --- |
| Model |  |
| Processing Power (Number of Processors) |  |
| Memory |  |
| Storage |  |
| Operating System |  |
| Database |  |
| Other |  |
|  |  |

Other Infrastructure Requirements (e.g. Network, Scanners)

|  |  |
| --- | --- |
| Model |  |
| Other |  |

## System Capabilities

|  |  |
| --- | --- |
| **Item** | **Remarks** |
| Integration with 3rd Party Applications (E.G KOFAX, CRT, ICMS,ECMS) |  |
| Modules |  |
| InterfacesCustomization Complexity |  |
| Maintainability |  |
| Local Support |  |
| Scalability |  |
| Usability |  |
| Application Localized for SA |  |
|  |  |

## Business Requirements

Please indicate how will the proposed solution address the attached business requirements