



**#2022-10**  
**REQUEST FOR PROPOSALS**  
**MUNICIPAL LAW OFFICE MANAGEMENT SOFTWARE**  
**COUNTY OF ROCK**  
**JANESVILLE, WISCONSIN**

**ADDENDUM #1**  
**QUESTIONS / ROCK COUNTY RESPONSES**

Rock County's responses are in **bold** and underlined.

1. How many staff users will need access to the system? **Minimum of 6 but could be as high as 20 if the optional functionality is offered.**
2. Of the recipients who have received this RFP, which vendors has the County already had direct conversations with or seen demonstrations from prior to the release of this RFP?  
**We have not had any direct conversations with any vendors or seen demos from any vendors.**
3. Our solution is browser based and can be installed anywhere. Does the County currently have a cloud space that our solution can be installed within? If not, would the County contract with a Cloud provider directly such as AWS or Azure for this solution or are you looking for the vendor to completely host the solution? **Our preference is for vendor hosted solutions but we do have the option to host on Azure or using our on-premises server environment.**
4. How many users of the system would there be (each person needing to access the system will need a user license)? **Minimum of 6, maximum of 15-20 depending on functionality available.**
5. The RFP indicates training taking place onsite. Can the training be conducted via online means? **Yes. Onsite or virtual live instruction is ok.**
6. The RFP mentions integration with existing systems. Can more information be provided regarding the types of systems and the type of integration desired? **Microsoft Office 365 and Exchange also, iOS and Android functionality via an App would be beneficial but not essential. Laserfiche would be a system we would be interested in integration with as well.**
7. What is the budget for this project? **We do not normally disclose this.**
8. Is a Word document of the RFP available to complete Appendix C and E? **No**
9. How many total names users will be using the software? **At least 5, but as many as 20 depending on functionality.**
10. Will all questions and answers from all vendors be shared? **Yes**
11. Will you extend the due date? **No**

12. Will you accept PDF submissions via email? **No.**
13. Is there an existing Municipal Law Office Management system? If so, what is the name of the system? What are the primary reasons for wishing to replace it? **There is no software based system. The Office maintains primarily paper files for its document management. A windows file system is used in parallel.**
14. Page 7 states the County is running Laserfiche Document Management software. Will the County consider an integration with Laserfiche for document management in the new Municipal Law Office Management System or require a different DMS? **Laserfiche document management would be considered, but the preference is for a standalone Document management system.**
15. Is it acceptable to propose the new software to be installed on the existing County's hardware described on page 7 of the RFP? **Yes.**
16. For cloud solutions does the County have a preferred cloud environment such as AWS GovCloud or Microsoft Azure Government where the software could be hosted? **We use and would prefer Azure Government Cloud.**
17. Have you evaluated or viewed any other vendor's products? If yes, please provide details. **No/**
18. Will preference be given to browser-based applications? **Preference will be based on ease of use, ease of access, and availability of access, not on the method of delivery.**
19. Are solutions that utilize VDI technology (Citrix, RDP, VMware View) acceptable? **We utilize Citrix for our internal VDI but if the application is being delivered directly from the vendor we would prefer not to use an external VDI solution.**
20. Will any users be accessing the system via VPN? If yes, please provide technical requirements. **No.**
21. Are there plans to migrate existing data to the new system? If so, what sample data, record layouts, database schema, ERD etc. is available for analysis? **Yes. It will be necessary to input some back catalogue of paper and electronic records. Electronic records will mostly be PDF, Word, or Excel files.**
22. Does the County have the resources to assist in extracting the data? **Yes.**
23. What is the desired timeframe for implementation? **Implementation beginning in 2nd or 3rd quarter of 2022, with completion by end of year.**
24. Will any consultant be assisting with product selection or implementation? If a consultant is involved please identify them. If assisting with the implementation, what systems have they had experience with in the past? **No.**
25. What accounting software system is currently in use by the organization? Is the desire to replace it or integrate with it? **Financial Enterprise. No.**
26. Page 5 item A states, Integration with Existing Data Systems. What other systems will be integrated into the new system? For each provide functional and technical requirements. **With the Microsoft 365 suite and Adobe Acrobat.**
27. What is being used for file room/records management to track physical paper-based files? Is the desire to replace or integrate with it? **Different types of files are stored in different manners. Things are tracked using a numbered indexing system, by subjectmatter, and by Department served. We seeking to prospectively replace these file systems.**

28. Does the organization wish to create and maintain court rules internally or to use a third-party service? **No.**
29. Is legal hold functionality a requirement? **We are not aware of what “Legal Hold Functionality” is.**
30. Page 6 Support/Warranty/Maintenance states, Provides web analytics tools related to the use of the web portals. What are the technical and functional requirements of the portals? What are the key performance indicators for analytics? **Preference would be browser delivered interfaces that permit interactive parameters by users. At this point we do not have specific KPIs to track but would identify that as the solution is implemented and the data points available known.**
31. Page 6 Support/Warranty/Maintenance states, Provides for offline use of system, if cloud-based, to run meetings and develop meeting packets. What information and documents are contained in the meeting packets? **This sentence was published in error. It can be ignored.**
32. Page 7, Section C System Users states, All departments within Rock County will potentially have access to the Minutes and Agenda Management System. Additionally, County Board Supervisors and Committee members will also have access to the system via a County supplied Apple iPad. What is the Minutes and Agenda Management System? Is it to be integrated into the new Municipal Law Office Management Software System? If so, what are the functional and technical requirements for integration? **This sentence was published in error. It can be ignored.**
33. Page 7, Selection and Implementation Process states, Rock County will not guarantee any subsequent purchases of any minimum number of systems or components. The purchase of all software components is contingent on the availability of funds for purchase. Rock County is planning for and has funded a 2019 implementation of software. Did this project get funded in 2019 and is it in the current budget for this project? **This was erroneous included from another unrelated RFP.**
34. On page 8 Federal and State Reporting Requirements states, Proposed software must meet all Federal and State reporting requirements for electronic record and retention policies as previously defined by statute. What are the specific Federal and State statutes? **This was erroneous included from another unrelated RFP.**



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**SIGN AND RETURN THIS FORM WITH BID.**

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_