UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

Felicia C. Cannon, Clerk of Court
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Elizabeth B. Snowden, Chief Deputy

Reply to Northern Division Address

Request for Quotation

RFQ Number: 14-00003
Request Date: 8/25/2014

Special Notes:
This is a request for **GSA Pricing**.

All items should be quoted **F.o.b. Destination**

Quotes should be e-mailed to Elizabeth_Snowden@mdd.uscourts.gov by **August 28, 2014, 4:00 P.M. EDT**.   All quotes should include

- GSA Contract Number
- Where to send purchase order, vendor remit to information
- Estimated shipping date after receipt of order
- Warranty terms included with purchase

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. The winning vendor will be required to provide a W-9. **The performance period for this procurement must begin prior to September 29, 2014, and be completed by December 31, 2014.**

Award of contract is subject to available funding.

Questions concerning this RFQ should be addressed to Virginia Zahner at Virginia_Zahner@mdd.uscourts.gov.

The **Delivery Address** for this purchase will be: 4228 U.S. Courthouse, 101 W. Lombard Street, Baltimore, Maryland 21201, Attention: Carlos Toro.

Sincerely,

Elizabeth B. Snowden
Contracting Officer

Northern Division • 4228 U.S. Courthouse • 101 W. Lombard Street • Baltimore, Maryland 21201• 410-962-2600
Southern Division • 200 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660

Visit the U.S. District Court's Website at www.mdd.uscourts.gov

Scope

The United States District Court for the District of Maryland is pursuing commercial off-the-shelf software to replace our existing fifteen year old locally developed court calendar, consolidate numerous multi-user Lotus Notes calendars and automate the request, assignment and tracking of facilities, resources and services. In order to reduce the cost of implementation and utilize current IT staff expertise the software must integrate with the court's existing IT infrastructure. Since the administration software portion will be limited in the number of users it can be local installed client application based, with Active Directory integration. However, due to the large number of users the calendar and booking components must be web-accessible with Active Directory integration. The software must provide the flexibility for subsets of the data to be used on public facing websites, public kiosks in multiple courthouses, and customized web browser-based and printable reports. Due to the sensitive nature of a portion of the data, as well as, the general security policies of the federal judiciary the software must run locally and the central data repository maintained within the federal judiciary's secure data communications network. Initially the software must support 250 users in three main courthouses and a half dozen off-site locations, with at least 50 concurrent users. As the district migrates towards shared administrative services the system will need to be scalable to accommodate future potential inclusion of the Bankruptcy Court and Probation Office totaling approximately 850 users.

Platform Requirements
- Microsoft Windows Server 2008R2
- Microsoft MSSQL Server 2012 SP2
- Microsoft IIS 7
- Microsoft Active Directory
- Microsoft I.E. 9.x, Firefox/Mozilla 15.x
- Lotus Notes compatibility

Feature Requirements
- Clean, easy-to-use interface with adjustable font size, styles, and colors
- Standard format calendar display in traditional day, week, month, and list layouts
- Authentication integration with Microsoft Active Directory
- Automated population of user accounts based on Active Directory object creation
- Customizable calendars based on group membership
- Customizable calendar views based on event type, location, or resources
- Schedule rooms and resources located in multiple locations from one system
- Ability to easily link multiple venues and resources to a single reservation (overflow rooms, remote VTC resources, etc.)
- Support for complex recurring events and changes such as "cancel Tuesday from date x to date y"

- Support for federal holidays, local court scheduled closings, weekends and emergency inclement weather closing
- Drag and drop scheduling
- Ability to create resources that include persons, services, and technology
- Ability to track resource preparation through configurable status changes
- Ability to submit reservation requests that are automatically approved based on room availability, as well as, ability to submit reservation request that require administrative approval
- Ability to notify multiple users via email of request for resources
- Ability to send reminder notifications for resource requests
- Ability to change reservation location without having to change resource requests
- Ability to customize booking interface for specific court events (Bench trail, Jury trial, Investiture, etc.)
- Customizable security to limit access to types of bookings, scheduled events as well as individual data fields within
- System notification when attempting to assign location that does not meet the required resource request
- Ability to deliver iCal feeds
- Ability to import and export calendar/scheduling data using industry standard data exchanges such as XML, API, RSS, SSIS, etc.
- 50 simultaneous web sessions
- Minimum of 10 concurrent individual client access licenses for administrative tasks (room scheduling, resource management, etc.)
- Ability to create at least 5 base calendars (Baltimore Court, Greenbelt Court, Administrative Events, etc.)

Support Requirements
- Annual maintenance agreement which includes software upgrades and patches and unlimited technical support instances.
- Consultation for design creation, initial setup, configuration and all required data interfaces including loading current calendar table that provides views for existing intranet, internet and kiosk
- Onsite training for administrators and end-users

Current Court Calendar Table

```
}TABLE [tblWeeklyCal](
        [Item_nr] [decimal](18, 0) IDENTITY(1,1) NOT NULL,
        [Judge] [varchar](50) NULL,
        [StartDate] [datetime] NULL,
        [EndDate] [datetime] NULL,
        [DayOfWeek] [varchar](20) NULL,
        [Location] [varchar](15) NULL,
        [Courtroom] [varchar](20) NULL,
        [TimeA] [datetime] NULL,
        [TypeOfProceeding] [varchar](200) NULL,
```

```
[TypeComments] [varchar](50) NULL,
[CaseName] [varchar](150) NULL,
[CaseNumber] [varchar](50) NULL,
[Comments] [varchar](100) NULL,
[Intranet] [varchar](5) NULL,
[InterNet] [varchar](5) NULL,
[TimeD] [datetime] NULL,
[EndTimeA] [datetime] NULL,
[LocationA] [varchar](15) NULL,
```

RFQ must include all items, including software licenses, components, materials, and all assistance necessary to install and configure software and populate data elements. Separate line costs should be included for consultation services and user training at a per day rate. The Court may modify the amount, in per day increments, to be less than, equal, or greater than the estimated quantities at the time of contract award and/or after award.

DELIVERY ORDER TERMS AND CONDITIONS

The terms and conditions in the GSA contract are invoked by referencing the GSA contract number in the delivery order. The following standard judiciary provisions and clauses are also incorporated into this request and will be included in the resulting delivery order.

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

        http://www.uscourts.gov/procurement.aspx/

2. The contractor shall comply with the clauses in this paragraph that the contracting officer has indicated as being incorporated in this delivery order:

__X__ Clause 1-15   Disclosure of Contractor Information to the Public (AUG 2004)

____ Clause 2-35   F.o.b. Destination, Within Judiciary's Premises (JAN 2003)

____ Clause 2-130 Energy Efficiency in Energy-Consuming Products (APR 2013)

____ Clause 2-135 IEEE Standard for Environmental Assessment of Personal Computer Products (APR 2013)

__X_ Clause 6-85   Commercial Computer Software License (APR 2013)

____ Clause 6-105 California E-Waste Fee (APR 2013)

_X__ Clause 7-30   Public Use of the Name of the Federal Judiciary (JUN 2014)

_X__ Clause 7-35   Disclosure or Use of Information (APR 2013)

____ Clause 7-115 Availability of Funds (JAN 2003)

_X__ Clause 7-130 Interest (Prompt Payment) (JAN 2003)

_X__ Clause 7-140 Discounts for Prompt Payment (JAN 2003)

__X__ Clause 7-235 Disputes (JAN 2003)