

Department of Corrections
Electronic Law Library and Legal Research Retrieval System Request for Proposal
Questions Received
6/14/2022 thru 6/23/2022

1. Will the State allow vendors to respond to the bid with information specific to the solution/services they provide? **Yes. We anticipate that the hardware and legal research components of this RFP will be offered by vendors who meet one or both functions. Please respond to the specific solution/services you can provide.**
2. Or does the State require that vendors respond with solutions for all elements outlined in the broad scope of requirements? **No. The bidder does not need to provide solutions for all elements of the RFP.**
3. Section 4.3.2.1 asks the bidder to “identify all current or past State projects.” By State, do you mean Vermont or any/all states? **Yes. Vermont**
4. Requirement 7 asks for a list of implementations for the proposed solution for government entities. Is this meant to include federal, state and local governments across all 50 states? If yes, please understand that the list would number in the several hundreds. An alternative approach might be to provide a few representative examples of implementations of similar size and scope and with similar requirements to those put forward by Vermont. Would this be acceptable? **Federal & State, please.**
5. In question 14E, what is meant by Case Management Software? Does this refer to the management of legal cases retrieved through the proposed solution? Or to the management of the cases of incarcerated individuals, such as would be enabled through a jail management software offering? Or something else? **Management of the cases of incarcerated individuals, such as would be enabled through a jail or other management software offering.**
6. In the “Software and Applications” section, in the “Secondary Sources” sub section, does source
 - a. “Attorney general opinions” refer to Vermont attorney general opinions or U.S. attorney general opinions or both? **Both.**
7. In the “Software and Applications” section, in the “Whitelisted Sites” sub section, please provide more detail as to what is meant by “white-list functionality.” Are you requesting that the proposed solution provide links to the whitelisted sites, or something more? If the latter, please explain. **Neither if you are providing only the legal research solution. If you are bidding on both hardware & legal research solutions – whitelisted site means that links to outside the specified whitelisted site are disabled and the incarcerated individual cannot “escape” from the specified whitelisted site.**

8. The RFP includes a Price Schedule on page 12. However, the Bidder Response Form on page 23, Part 8, contains a more detailed pricing table that includes several line items that we do not price separately or are otherwise not applicable to the specific services we provide. Which price schedule should we fill in? ***Provide pricing on the Bidder Response Form which will allow a comparison for review across all responses.***
9. RFP Section 4.2.3 on page 6 says exceptions to the “Standard Contract Form” must be included in the cover letter of the RFP response. However, the Bidder Response Form, Part 9 on page 25, is a designated location for exceptions. Please address:
- A. Should exceptions go in Part 9 of the Bidder Response Form instead of the cover letter? ***Yes. If you would like to also include exceptions in the cover letter, you may.***
- B. Which specific document or attachment is the “Standard Contract Form”? ***I have requested that the standard contract form be linked below. Please see below attachments at [Vermont Business Registry and Bid System - Bid Detail](#)***

Bid Attachments:

[DOC Electronic Law Library and Legal Research Retrieval System RFP.pdf](#)

[EXH C DOC Electronic Law Library Bidder Response Form 05.24.22 FINAL 5.31.22 TL.docx](#)

[Contract Template.docx](#)

10. Is Attachment F “Agency of Human Services’ Customary Contract/Grant Provisions” considered part of the overall agreement? ***Yes. Please refer to #9 above.***
11. What is VTDOC’s current average daily population (ADP)? ***From 6/18/21 through 6/17/22 the ADP was 1304.***
12. What is the current total number of VTDOC correctional facilities? ***Vermont incarcerated individuals are housed in seven (7) correctional facilities in Vermont and one (1) private facility in Mississippi operated by Core Civic.***
13. Please confirm it is acceptable for vendors to submit a bid exclusively for the provision of an online legal research solution without supplying hardware. ***Confirmed.***
14. Does the VTDOC wish to continue to provide the legal research solution in an offline, external hard drive format to Vermont inmates located at non-Vermont prisons, e.g., Camp Hill, Pennsylvania? ***No.***
15. Do we assume correctly that the legal research solution should include Shepard’s Citations Service, which helps determine if a legal document remains valid law? ***No. The solution should include “a” citator service.***

17. § Section 1.1 [Scope and Background] (page 1). To ensure that bidders have a clear understanding of the scope of the State's research needs, can the State please provide the following information:
- 1) Who is the current provider of online legal research services to the State? **Lexis Nexis.**
 - 2) What is the contract/task order/purchase order/delivery number of the State's existing contract? **Contract #: 34128**
 - 3) When does the current contract expire? **9/30/2022**
 - 4) What is the total annual value of the current contract? **\$53,880.00**
18. § Section 2 [Detailed Requirements/Desired Outcomes], Section 2.1.1 (page 1). The solicitation indicates that the State is seeking a "vendor-operated Electronic Law Library and Legal Research Retrieval System for the State to provide incarcerated individuals with state and federal primary and secondary legal materials".
- 1) Does the State currently offer kiosk and/or tablet access to its incarcerated individuals? **Yes.**
 - 2) Is the State working with a specific vendor for kiosk/tablet services? **Yes. A pilot program was implemented last month with the current online legal research vendor and tablet/kiosk vendor and is being tested by all incarcerated individuals at one Vermont correctional facilities.**
19. § 4.2.3 [Exceptions to Contract Terms and Conditions] (page 6). The solicitation indicates that exceptions to any terms and conditions set forth in the Standard Contract Form "must be included in the cover letter to the RFP response". However, the Bidder Response Form includes a place in Part 9: Terms and Conditions (page 25) where bidders are instructed to indicate any objections or concerns to the stated terms and conditions in the RFP. Can the State please clarify where bidders should indicate any objections/concerns/exceptions to the RFP terms and conditions? **Both. The Bidder Response form which will allow a comparison for review across all responses.**
20. § Price Schedule (page 12). The solicitation includes a simple price table that bidders are to complete and sign. However, the Bidder Response Form also includes a pricing section (Part 8: Pricing (pages 23-24)) that is much more involved.
- 1) Can the State please clarify which pricing table bidders should use for their responses? **Please use the Bidder Response Form which will allow a comparison form review across all responses.**
 - 2) Or can bidders choose which pricing table to complete based on the complexity/scope of their proposed solution? For example, our solution addresses one specific aspect of the State's request and completing the simple price table included in the solicitation would be sufficient. Please advise. **Please use the Bidder Response Form which will allow a comparison form review across all responses.**
21. Electronic Law Library and Legal Research Retrieval System RFP Document § Vendor Instructions (page 2).

The Bidder Response Form indicates that the Form must be completed and submitted and that “submission must also include the eight (8) additional artifacts requested within this form (denoted by underlined green font)”.

- 1) A review of the Form reveals that there are just three instances of underlined green font in the document related to Attachments 1-3. There are five additional attachments mentioned in the Form (Attachments 4-8). Can the State please confirm this bidder’s understanding that the eight artifacts required by the State are Attachments 1-8?
 1. ***Provide a Financial Statement* for your company and label it Attachment #1***
 2. ***Provide a Road Map that outlines the company’s short term and long-term goals for the proposed solution/software and label it Attachment #2.***
 3. ***Provide a PowerPoint (minimum of 1 slide and maximum of 10 slides) that provides an Executive level summary of your proposal to the State. Label it Attachment #3.***
 4. ***Provide a proposed list of project phases, major milestones, and an implementation timeline. Label this Attachment #4. (Part 5)***
 5. ***Describe the experience and qualifications of the Project Manager you would offer as the resource for this engagement. Provide a copy of their resume and label it Attachment #5. (Part 5)***
 6. ***Describe and attach your typical Implementation Plan (label it Attachment #6), which shall include planning for the transition to maintenance and operations. (Part 6)***
 7. ***Describe the experience and qualifications of the technical resources proposed for this engagement. Provide their resume(s) and label them Attachment #7. (Part 6)***
 8. ***Describe any other services not mentioned in the above list that are included in your standard Service Level Agreement (SLA) and include a copy of your SLA with your response to this RFP. Label the SLA Attachment #8. (Part 7)***

- 2) The scope of the solicitation is large and this bidder’s proposed solution only addresses a small component of what the State is requesting. There are required artifacts (Attachments 1-8) that don’t apply to our proposed solution. Can the State please confirm that where a requested artifact doesn’t apply it is sufficient for bidders to indicate that the artifact is “not applicable to the proposed solution” and that including the requested attachment isn’t required for a complete response?
 1. ***It is recommended that bidders provide a document for each attachment. Since it isn’t specifically listed as to what attachment is in question, it is unknown which deliverable is in question that the bidder would want to omit. The suggestion would be that the attachment is provided with “No response” on the page, which will allow a comparison for review across all responses.***