

# San Francisco Superior Court

## RFP 38-21-002

### EFM

### FAQs

QUESTION	ANSWER
Is the current Court CMS Justice Systems, Inc. (JSI) or Integrated Justice Systems (IJS)?	The current Court CMS is Integrated Justice Systems (IJS). This has been updated in the RFP Revision No. 1.
Can the proposer's financial information that the Court seeks be submitted separately and marked "confidential" to exempt it from public disclosure?	Yes, the Proposer's financial information can be a separate PDF marked 'Confidential' and will be kept from the public.
Can the Court please share the names of the other companies that attended the pre-bid meeting?	The names of the companies that attended the mandatory Pre-Bidders Conference are (in no particular order): InfoTrack, File & ServeXpress, Journal Technologies, Tyler Technologies, and ImageSoft
When will the Court deploy C-Track?	The current timeline estimates C-Track to be deployed in late Q4 of 2022 to early Q1 of 2023.
When the software is updated, how is it going to affect the configuration?	When the CMS changes over from IJS to C-Track there may be some configuration changes to areas such as case classifications and filing types. There may also be configuration changes needed for the APIs used to integrate to C-Track.
Would the court entertain industry best practices for handling payment processing?	The Court always strives to adopt industry best practices when implementing new processes and procedures.
Can the Court please elaborate on what is meant by "San Francisco-certified EFSP" in section 2.6?	Proposed vendors must apply to be a San Francisco-certified EFSP. Currently, there is a process in place for applicants: <a href="https://www.sfsuperiorcourt.org/sites/default/files/images/VendorApplication2021.pdf?1639095197669">https://www.sfsuperiorcourt.org/sites/default/files/images/VendorApplication2021.pdf?1639095197669</a>

<p>Would the Court be receptive to leveraging the vendors' existing certification process for EFSPs?</p>	<p>The Court will entertain proposals for consideration.</p>
<p>Exhibit 2 very clearly references that the EFM is expected to provide ECF 4.01 compatible EFM and our question is will later versions of ECF specification be considered responsive as well?</p>	<p>Compatibility of later versions of ECF specification will be considered as responsive. This has been updated in the RFP Exhibit 2.</p>
<p>ECF's current version is 5 and there is a 5, 1 in the works and our question is must it be exactly 401 or is 401 the minimum version of the specification allowed?</p>	<p>ECF 4.01 is considered to be the minimum version for specification allowed. This has been updated in the RFP Exhibit 2.</p>
<p>Will the court make it mandatory that e-filing be used for all filings to the court?</p>	<p>San Francisco Superior Court Local Rules governs which cases will be designated mandatory for e-filing.  <a href="https://www.sfsuperiorcourt.org/sites/default/files/images/Local%20Rules%20Effective%20July%201%2C%202021%20FINAL.pdf?1639096818948">https://www.sfsuperiorcourt.org/sites/default/files/images/Local%20Rules%20Effective%20July%201%2C%202021%20FINAL.pdf?1639096818948</a></p>
<p>Can you describe your approach to fee waivers for indigent filers?</p>	<p>To understand the Court's approach to fee waivers for indigent filers, please refer to California Code of Civil Procedure, 1010.6, Part 2, Chapter 5, beginning with Section 6: <a href="https://california.public.law/codes/ca_civ_proc_code_section_1010.6">https://california.public.law/codes/ca_civ_proc_code_section_1010.6</a></p>
<p>Can you describe your approach to fee waivers for government agency filers?</p>	<p>To understand the Court's approach to fee waivers for government agency filers, please refer to California Code of Civil Procedure, 1010.6, Part 2, Chapter 5, beginning with Section 6: <a href="https://california.public.law/codes/ca_civ_proc_code_section_1010.6">https://california.public.law/codes/ca_civ_proc_code_section_1010.6</a></p>
<p>What is the number of annual filings, broken down by fee-based filings and no-fee filings?</p>	<p>There were approximately 94,000 E-Filing transactions with 183,000 documents received in 2020. There were approximately 124,256 transactions with 256,000 documents received for E-Filing to date for 2021. The Court does not currently track the break-down of the filings into fee-based filings and no-fee filings.</p>
<p>What is the number of filers?</p>	<p>The Court currently does not track the number of filers.</p>

<p>What is the anticipated number of EFSPs?</p>	<p>There are currently 33 EFSPs. A list of the EFSPs is posted on the Court’s website: <a href="https://www.sfsuperiorcourt.org/online-services/efiling/general-civil-efiling-service-providers">https://www.sfsuperiorcourt.org/online-services/efiling/general-civil-efiling-service-providers</a></p>
<p>What is the number of internal Court EFM system users?</p>	<p>The Court has over 30 clerks who processes e-filings. All Court staff have access to IJS to view documents from the e-filing queue.</p>
<p>How many judges are there at the Court?</p>	<p>The San Francisco Superior Court currently has 52 judges.  <a href="https://www.sfsuperiorcourt.org/general-info/judicial-assignments">https://www.sfsuperiorcourt.org/general-info/judicial-assignments</a></p>
<p>Will the Court consider granting a submission deadline extension, given the scope of the RFP requirements, the time needed for proposers to incorporate the Court's answers into their solutions, and the upcoming holidays? Please consider extending to at least January 7, 2022, to provide ample time to develop a complete response.</p>	<p>The deadline has been extended to January 7, 2022. This has been updated in the RFP Revision No. 1.</p>