

Meeting Minutes

PRE-BID CONFERENCE – CONTRACT # JUD17001-ASOP

NAME - Convert VB 5 Application to VB.Net 2017

DATE: April 6, 2017

Before the meeting start, the State team obtained a list of attendees. The team also obtain signatures of a Non-Disclosure Agreement (NDA) by each vendor organization in attendance. The purpose of the NDA was to protect the confidentiality of any sensitive data that may have inadvertently been contained in the ASOP application demonstration (demo).

The State team opened the meeting by reviewing the contents of the following slides:

 <p>Automated Sentencing Order Program (ASOP) Request for Proposal To Convert Visual Basic (VB) 5 Application to VB.Net 2017</p> <p>RFP Pre-Bid Meeting</p> <p>Date: 4/6/16</p>	<p>Meeting Structure</p> <p>Purpose:</p> <ul style="list-style-type: none">• Allow vendors to view a demonstration of the current ASOP system.• Answer vendor technical and functional questions about the new system (<i>Please state your name & company / firm prior to speaking</i>) <p>Administrative Items:</p> <ul style="list-style-type: none">• Provide attendance information• Sign Non-Disclosure Agreement <p>After the Meeting:</p> <ul style="list-style-type: none">• Minutes will be posted on the procurement Web site.
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<p>Project Purpose</p> <ul style="list-style-type: none">• To convert the ASOP Visual Basic (VB) 5 Application to VB.Net 2017• ASOP enables the Superior Court to:<ul style="list-style-type: none">• Manage criminal calendar hearings and events,• Dispose of calendar events,• Dispose of charges on cases, and,• Issue sentencing orders simultaneously with a judge's pronouncement, and,• Print sentence orders <p>(The above is expounded upon in RFP)</p>	<p>Remaining Milestones in RFP Process</p> <ul style="list-style-type: none">• Deadline for Questions – Monday, April 17, 2017• Response to Questions - Posted by Thursday April 27, 2017• Deadline for Receipt of Proposals, Thursday May 11, 2017 at 1:00 PM (Local Time)• Oral Presentations (as needed) – Monday, June 5 through Friday, June 9, 2017• Estimated Notification of Award – Wednesday, June 21, 2017
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The State team then conducted a demo of the ASOP application based on sample data and made the point that all of the screens shown in the demo are contained in the requirements document posted on the State procurement site.

After the demo, the State team responded to technical and functional questions about ASOP and the RFP. The following are questions and answers:

Q: Does the defendant Pending Case List form display all cases or only cases that are Pending?

A: The form will display any cases for the defendant where there are open (Undisposed) charges, including undisposed Violation of Probation charges.

Q: Since the data to populate the drop-down lists used in the application are populated currently within intermediate MS Access tables, how will the data be populated in the new application?

A: There are currently 2 intermediary MS Access databases used, one to populate the drop-down lists, one for the sentencing data. The new architecture foreseen by the State has the data stored in memory.

Q: Will the same data stored in memory be shared with all users or will it be stored separately for each user?

A: Vendors should propose an approach based on best practices.

Q: What type of user auditing is be required?

A: Auditing is addressed in the requirements section of the RFP. Vendors should submit related questions after reading the requirements.

Q: How should the User ID logon validation work in the updated application?

A: Per the RFP, the vendor will be responsible for proposing the solution and State Judicial Information Center (JIC) will assist in validating it with the Delaware Department of Technology and Information (DTI) security standards.

Q: Would current ASOP code be made available for the vendor to convert as a demo of the conversion tools they would be using.

A: The State does not currently envision a step in the RFP process to allow for this. It could occur once a contract is in place.

Q: Is the application currently being updated and when were the last updates made?

A: The application is not currently being maintained and the last update was 5 or 6 years ago.

Q: When testing for modifications for defects, does JIC have automated test scripts?

A: The project will need to follow the Systems Development Life Cycle. JIC will work with the partner to the extent required.

Q: Is there specific information available regarding the current number of code lines, # of projects, 3rd party controls, etc.

A: This information is contained in an appendix to the requirements document posted on the State procurement site.

Q: Did JIC develop ASOP?

A: No, it was developed by a vendor.

Q: Is all of the functionality for all of the screens described somewhere?

A: Yes, in the requirements document posted on the State procurement site.

Q: If the project requires changes to the mainframe, will that work be part of the required scope?

A: Yes.

Q: On the mainframe, will there be changes to the EntireX broker configuration, changes to ADABAS, and / or changes to Natural programs?

A: Changes to the mainframe could be required to support fixes to the current functionality, as stated in the requirements, as well as security functionality, and / or changes to the EntireX broker configuration.

Q: Would consideration be given to creating a Web Application?

A: While JIC would accept proposals that include a Web Application solution, it currently envisions the architecture depicted in the requirements document to be that which will be implemented.

Q: Will JIC share its test scripts with the vendor?

A: JIC will collaborate with and share with the vendor what is required to meet system development best practices.

Q: Do all EXEs (DLLs) need to be converted?

A: Anything requiring conversion to meet the requirements of the new system will need to be converted.

Q: Are there expected project timelines and milestones?

A: To the extent required by the RFP.

Q: How will printing on the mainframe work?

A: Printing is not part of the scope of this project.

Q: Does the court clerk need to be close to the printer when printing from ASOP?

A: No. Orders can be printed on any ASOP-configured mainframe printer even in a different county.

Q: Can a clerk print to a local printer?

A: Yes, but the mainframe has to know about the printer and it has to be ASOP-capable.

Q: How many ASOP users are there?

A: About 150.

Q: Are changes to the EntireX broker part of scope?

A: Yes.