REQUEST FOR PROPOSALS
LEGAL CASE MANAGEMENT SOFTWARE SYSTEM
The City of White Plains Department of Law
255 Main Street
White Plains, New York 10601

Addendum No. 1
Answers to Questions

Q: Is the Department of Law currently using a legal case management, records management, or document management system? If so, will a migration be needed? If a migration is needed what is the current source system?

    A: The Department of Law does not currently use an electronic legal case management, records management, or document management system. The Department's current practices are paper-based. It is not anticipated that existing data will need to be incorporated into the new solution, except on a case-by-case basis as determined by the Department.

Q: Where are legal documents and case-related files currently stored (e.g., shared network drives, document management system, email repositories), and will those documents need to be migrated into the new system?

    A.   Existing matters may need to be migrated into the new system on a case-by-case basis to be determined by the Department.

Q: Approximately how many users are expected to access the system, including attorneys, support staff, and potential users from other City departments who may access the contract management functionality?

    A.   On behalf of the Law Department, up to ten (10) users are anticipated. Potential proposers should account for an additional ten (10) users for other departments, in the event that the City implements the contract management solution. Licenses not used by the Law Department may be used by other departments, with the proper permissions, and vice-versa. Fees should be quoted for additional licenses if need be.

Q: The RFP indicates that proposals must be submitted as an original and two copies delivered to the Department of Law. Would the City accept electronic submission via email in lieu of physical delivery, or is physical submission required?

    A.   The City requires physical copies of each proposal for review, as stated in the RFP.