

CMS Project Manager RFQ
Announcement Addendum

The Kings County Superior Court is seeking an independent contractor Project Manager (“PM”) to implement a case management system (“CMS”) for the Court’s Traffic, Criminal, Juvenile, Civil and Finance Divisions.

The Court is seeking individuals with the following minimum qualifications to participate in a Request for Quotes (“RFQ”) solicitation:

- ❖ The PM must have a minimum of five (5) years extensive experience implementing a CMS in the California courts.
- ❖ Previous experience working with the California Administrative Office of the Courts is preferred.
- ❖ Experience with data conversion, field mapping and code table mapping.
- ❖ Experience maintaining project documentation and presenting status of project and status of deliverables to judicial branch officials and committees.
- ❖ Experience working with the California Department of Motor Vehicles for CMS integration.
- ❖ Experience working with the California Department of Justice as it applies to CMS integration.
- ❖ Experience working with the California Franchise Tax Board as it applies to court ordered debt and tax intercept.
- ❖ Experience training staff on new systems.
- ❖ Experience with credit card processing and CMS integration.
- ❖ Experience with e filing and deployment of third-party e-filing systems is preferred.
- ❖ Experience with document management software.
- ❖ The position is anticipated to require a minimum of (40) forty hours per month over an estimated 15-month period.

Any individual who meets the minimum qualifications for a PM and wishes to participate in the RFQ solicitation must submit a resume that includes a minimum of 3 references related to Project Management, to the following e-mail address, [RFP@kings.courts.ca.gov for receipt by the Court no later than 9:00 a.m. PST on Friday, March 29, 2013 (a “Prospective Bidder”). The email must state “CMS Project Manager RFQ Solicitation” in the subject line and the submitted resume must contain a telephone number where the Prospective Bidder can be reached during business hours and the Prospective Bidder’s email address.

The Court anticipates conducting the RFQ solicitation via telephone during the week of *April 3, 2013* (“RFQ Solicitation Week”). During the RFQ Solicitation Week the Court intends to speak separately via telephone with each individual the Court has selected as a Prospective Bidder. During the telephone call, the Court will provide additional information to each individual selected as a Prospective Bidder about the CMS implementation including instructions for bid submission.