

Court Archiving Project - Lebanon
NOFO Opportunity Number: INL18GR0052-INLAME-LebCourt-061118
Applicant Questions and INL Responses
July 11, 2018

1. Question:

The applicant shall develop an archiving system or a tracking system?

INL Response:

INL is requesting an archiving system, but it would be ideal if at some point in time that the system could connect to a tracking system.

2. Question:

The applicant shall archive old court cases, if yes please specify from which year?

INL Response:

INL does have a specific year, but provide an estimate for how many documents you could archive for the dollar range.

3. Question:

Court cases shall be scanned and inserted to the database only or shall be also typed?

INL Response:

Cases shall just be scanned, not typed.

4. Question:

The applicant shall also apply and install the software at all Lebanese courts?

INL Response:

The applicant will start at the Higher Judicial Council (HJC) with the ability to roll it out to more courts in Lebanon, pending INL priorities and funding availability.

5. **Question:**

The proposal define that For-profit organizations are excluded from applying to this grant. This means that non-profit organization are not allowed also to partner with for profit organizations or companies to provide hardware?

INL Response:

Organizations are allowed to partner with and issue sub-awards/sub-contracts to for-profit organizations. The for-profit organization is NOT allowed to claim profit in its costs for services under the sub-award/sub-contract.

6. **Question:**

The consultant shall provide hardware to the HJC only or to the other justice palace in Lebanon?

INL Response:

Only the HJC.

7. **Question:**

With reference to the Court Archiving Project -

- The implementer will outfit the Justice Palace with the needed equipment for a proper paper filing system and electronic archiving system. Would you please advise what do you mean needed equipment for proper filing system i.e.:

INL Response:

o Files Cabinets

- Can you please advise what should be the capacity of the files cabinets, or the total space and ceiling height, can you provide a map for the location where the file cabinets will be installed.

INL Response:

We have five (5) locations in the same building we cannot provide the maps for security reasons. I can provide the exact measures of each of the locations in a couple of days.

- Can you advise the total number of pages that HJC is producing on a yearly basis or the number of court proceeding files that the HJC is handling.

INL Response:

We do not have a definite number of pages a year that the HJC is producing, but we suggest that the implementer provide us with a proposal as to what they will be able to do for a project with a cap of \$1,000,000.

- Can you advise the number of users that will use the records management application i.e.:
 - The number of users of the records management
 - The number of users that will do the scanning

INL Response:

Twenty- five (25)

- Can you advise if it is within the scope of the project to provide:
 - Scanners A4/A3 for how many users **YES A3 for 4 users**
 - Personal Computers **NO**
 - Networking infrastructure and cabling **NO**
 - Servers with large capacity storage **NO**
 - Windows servers license **NO**
 - SQL Database License or other Database license **NO**
 - Backup and recovery application with related hardware **NO**
 - Hand held scanners **YES**
 - Barcode printers **YES**
 - Laser Jet Printers **NO**
- Can you please specify the total number of document type that HJC have and that should be implemented in the records management system.

INL Response:

The HJC has years' worth of documents that need to be implemented into the records management system. INL has identified a \$1,000,000 ceiling for the court archiving project and expects that the implementers will determine what they are able to deliver into the records management system.

- Can you please specify if the digitalization or backlog services or the pervious court cases is a part of the scope of this project.

INL Response:

Yes, backlog cases are the main part of the scope of this project.

- Does the HJC have an IT team, what will be there responsibility with regards to the supplier, and when they will take ownership of the application.

INL Response:

YES they can take ownership of the application after its installation

- Does the records management have to be deployed in High Availability configuration?
NO
- Does the supplier have to provide a staging environment? YES
- Does the application have to integrate with any other applications or systems if yes can you please advise what are these systems. NO
- Should the provided solution be sourced from a supplier available in Gartner Magic Quadrant? We do not believe so, but are unsure as to what this Gartner Magic Quadrant is exactly.
- Can we seek clarifications from a HJC representative , can you please share his details?
No, clarification about the project should be made to INL.
- Do you have a detailed scope of works? The applicant will submit a detailed scope of work with the application.