

The Connecticut General Assembly

Joint Committee on Legislative Management

Donald E. Williams, Jr.
Senate President Pro Tempore

Martin M. Looney, *Senate Majority Leader*
John McKinney, *Senate Minority Leader*

James P. Tracy
Executive Director



J. Brendan Sharkey
Speaker of the House

Joe Aresimowicz, *House Majority Leader*
Lawrence F. Cafero, Jr., *House Republican Leader*

REQUEST FOR INFORMATION

LCO BILL DRAFTING AND DOCUMENT MANAGEMENT SYSTEM

RFI NUMBER	JCLM15REG0011	
RFI ISSUANCE DATE:	October 15, 2014	
INFORMATIONAL DOCUMENTATION DUE DATE:	November 14, 2014	TIME: 12:00 pm (noon)

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ATTACHMENTS

Attachment A Pricing Page

PART A CONTRACT INFORMATION

A.1 Executive Summary

The Connecticut General Assembly (CGA) is the legislative branch of government of the State of Connecticut. Through statutory enactments, the Joint Committee on Legislative Management (JCLM) is responsible for the coordination and management of legislative affairs and the supervision and approval of any and all legislative expenditures.

The JCLM is comprised of the top legislative leaders from each political party and works through a subcommittee system. The Personnel Policies Subcommittee is comprised of the President Pro Tempore of the Senate, the Speaker of the House of Representatives, and the Majority and Minority Leaders of each chamber. The Subcommittee is responsible for establishing legislative personnel policies, guidelines, regulations, and salary schedules, and also approves legislative expenditures exceeding \$50,000.

The JCLM, on behalf of the CGA's Legislative Commissioner's Office (LCO), is seeking informational documentation regarding the potential replacement of its current bill drafting and document management system.

A.2 Official Agency Contact Information

Mail: Attention: Liz Ferruggiario
CGA Contracting Group
Office of Legislative Management
Legislative Office Building; Room 5100
300 Capitol Avenue
Hartford, CT 06106

Email: CGAContracting@cga.ct.gov
Telephone: (860) 240 – 0100

Fax: (860) 240 – 0122

A.3 Schedule

This Request for Information (RFI) is posted on the portal website which can be found at the following address: http://www.biznet.ct.gov/scp_search/BidResults.aspx?groupid=128.

A.3.1 Issue the RFI

The RFI will be issued by October 15, 2014.

A.3.2 Deadline for Questions

All questions must be submitted in writing by October 28, 2014. These submissions must be sent via email to CGAContracting@cga.ct.gov or addressed to the attention of CGA Contracting Group at the Office of Legislative Management, Legislative Office Building, 300 Capitol Avenue, Room 5100, Hartford, CT 06106-1591.

A.3.3 Amendments to Request for Information

All amendments to the RFI and response to written questions will be published no later than 5 p.m. on November 3, 2014.

A.3.4 Submission Delivery

All sealed Submissions must be delivered by 12 p.m. (noon) on November 15, 2014, to the CGA Contracting Group at the Office of Legislative Management, Legislative Office Building, 300 Capitol Avenue, Room 5100, Hartford, CT 06106-1591.

Prior to submitting Informational Documentation, each Respondent shall examine the RFI and may visit the site of the work. Each Respondent shall fully inform itself prior to submitting Informational Documentation as to the existing conditions and limitations under which the work is to be performed, and shall include in its Submission a sum to cover the cost of items necessary to perform the work as set forth in this RFI. No allowance will be made to a Respondent because of lack of such examination or knowledge. The submission of Informational Documentation will be considered conclusive evidence that the Respondent has made such an examination.

A.3.5 Presentations

Respondents may be contacted for a time to make presentations to provide an overview of their Informational Documentation, answer questions, and/or provide clarifications.

Respondents may also be asked to provide a demonstration of the bill drafting and document management system. Further, Respondents may be asked to come on site for a follow-up presentation with other manufacturers or integrators to provide a demonstration of the system in an integrated manner.

A.4 RFI Disclaimer

This RFI is being issued solely for informational planning purposes and does not constitute a solicitation. All information provided in response to this RFI that is marked proprietary will be handled accordingly. Responses to this RFI will not be returned. Responses to this notice are not considered offers and cannot be accepted to form a binding contract. Respondents are solely responsible for the accuracy of all information associated with responding to this RFI.

PART B SCOPE OF WORK

B.1 LCO's Responsibilities and Procedures

The LCO is the non-partisan legal office of the Connecticut General Assembly. It is comprised of approximately twenty attorneys who are responsible for producing all official versions of bills, amendments and resolutions considered and enacted by the General Assembly. In performing its duties, LCO drafts bills at all stages of the legislative process including the preparation of proposed bills, committee bills, raised bills and proposed substitute bills. Additionally, LCO prepares bills that are favorably reported by committees of the General Assembly in the form of a favorable bill. Each favorable bill is then joined with the work product of two other non-partisan offices: the Office of Legislative Research's bill analysis and the Office of Fiscal Analysis' fiscal note, to comprise a file copy which is prepared by LCO. House of Representatives or Senate amendments prepared by LCO can take the form of line item style amendments, which strike only words, lines or sections of a bill, or strike all amendments that completely replace the text of the underlying bill. Once a bill is passed by the General Assembly, the bill, along with any amendment adopted to such bill, is engrossed by LCO to produce a public act. Each public act is forwarded to the Secretary of the State for presentment to the Governor for his or her signature.

LCO is responsible for the publication of all public acts following each legislative session. In preparing the public acts for publication, LCO attorneys prepare an index to the public acts. Additionally, LCO publishes the general statutes every odd-numbered year and a supplement to the general statutes every even-numbered year. In publishing the general statutes, LCO currently utilizes a manual process of editing statutory update sheets which edits are entered into the statutory database. The history for each amended section of the general statutes is updated to reflect the change made to the statute. Furthermore, attorneys prepare annotations that describe court holdings which interpret provisions of the general statutes or the state or federal constitution. Annotations are included as part of the general statutes' publication.

LCO's work products (proposed bills, committee bills, raised bills, resolutions, favorable bills, and amendments) flow through the work processes of other offices within the General Assembly. Proposed bills prepared by LCO will soon be electronically released from the office. However, the physical bill will still need to be received by the sponsor, signed and filed with the clerk of the House of Representatives or the Senate, as appropriate. Raised and committee bills and resolutions prepared by LCO are filed with committees of the General Assembly. Committee clerks are responsible for having the physical copy of each bill signed by the chairmen of the committee and filed with the clerk of the House of Representatives or the clerk of the Senate, as appropriate. The clerks of the House and the Senate trigger the publication of the bill to the General Assembly's website and the availability of the bill to the general public. The physical copy of the bill is returned to the committee clerk by the House or Senate clerk. Upon the favorable reporting out of the bill by the committee, the physical copy of the bill is returned by the committee clerk to LCO for preparation of the favorable bill.

House of Representatives or Senate amendments prepared by LCO are electronically released and forwarded to one of the four respective caucuses of the General Assembly. Concomitantly,

each amendment is electronically transmitted to the Office of Fiscal Analysis and to the Office of Legislative Research for analysis.

B.2 Current Software and Conventions

LCO's current bill drafting system is a custom development solution based upon Microsoft Word, Microsoft SQL database and Microsoft Visual Studio development tools.

The custom system provides for the electronic receipt of proposed bills from legislators and their staff. Currently, this system is being modified to provide for the electronic release of such proposed bills once drafted by LCO. The electronic release of proposed bills will allow for the automatic population of an additional entry in the Event Tracking System utilized by the office. This system provides a history of the office's actions performed on each proposed bill, raised bill, committee bill, substitute bill, resolution, file copy and amendment. Such history can be accessed in the Event Tracking System by entering either the LCO number associated with such document or the bill number.

Additionally, the custom system consists of distinct drafting templates for proposed bills, raised and committee bills, proposed substitute bills and amendments. Each template utilizes autotexts, which are shortcut drafting applications, and allows for the retrieval of statutory text from a secured data base to facilitate efficient and accurate drafting of legislative proposals.

B.3 Statement of Need

LCO's current bill drafting and document management system may be in need of upgrades and/or replacement. Through this RFI, LCO intends to solicit technical information to evaluate types of legislative bill drafting and document management systems that are currently available and make a determination as to what type of system may meet LCO's needs. If a type of system is chosen, a separate Request for Proposals will be issued for competitive pricing for the preferred type of legislative bill drafting and document management system.

B.4 Minimum Specifications Necessary

The legislative bill drafting and document management system that may replace LCO's current bill drafting system must be an integrated, custom system that will support LCO in performing each of the responsibilities described in section B.1 of this RFI, provide the benefit of the conventions described in section B.2, and meet the following minimum specifications:

- Provide for full document and workflow management, automated amendment engrossment and true in-context and point-in-time archiving;
- Ensure the structural consistency, reliability, and integrity of legislation while simplifying the exchange of data between different users of the system, as legislation progresses through the General Assembly;
- Facilitate multimedia publishing of legislation;
- Improve the efficiency and effectiveness of drafting, consolidation and publication; and
- Enable timely access to up-to-date consolidated legislation.

PART C INFORMATIONAL DOCUMENTATION REQUIREMENTS

C.1 Administrative Documentation

Respondents shall submit the following documentation. The CGA reserves the right to disqualify any submission which does not include the following documentation.

- a. Copies: Submit one (1) original and three (3) copies of your Informational Documentation.
- b. Mailing Address: Informational Documentation shall be mailed in a sealed envelope to the following address:

Contracting Group
Office of Legislative Management
Legislative Office Building, Room 5100
300 Capitol Avenue
Hartford, Connecticut 06106

- c. Labeled Submissions: The Informational Documentation shall be mailed to the address above in a sealed envelope with the following label attached to the outside of the envelope.

SEALED DOCUMENTATION TITLE - REQUEST FOR INFORMATION	LCO BILL DRAFTING & DOCUMENT MANAGEMENT SOFTWARE
CONTRACT ID:	JCLM15REG0011
DEADLINE FOR RECEIPT:	November 14, 2014 at 12 p.m. (noon)
CONTACT NAME:	LIZ FERRUGGIARO

- d. Respondent References: Include a list of reference projects of other states that utilize the system in a manner similar to that described in this RFI. This list shall include: Name, title, address and telephone number of reference; overview of the project; length of the project; and total fees associated with the project.
- e. Recommended Solution: Detailed description of the recommended bill drafting and document management system and the benefits of pursuing that option.
- f. Informational Documentation: This shall include the following:
1. Documentation detailing the system including: technical specifications, maintenance coverage and warranty details;
 2. Brochures, DVDs, CDs or other literature that demonstrate the product;
 3. Purchase and delivery availability of the system; and
 4. A general idea of pricing (magnitude). Because this is an RFI as opposed to an RFP, Respondents do not need to submit pricing in as detailed a manner as for an RFP. The pricing will be reviewed, but the purpose of this RFI is to determine what system will best suit the needs of the CGA, keeping in mind that price is always a factor.
 5. Recommendations regarding how the system will operate in accordance the procedures followed by LCO and other offices as detailed in the Scope of Work section of this RFI.
- g. Pricing Page: Respondents shall complete a Pricing Page (Attachment A).
- h. Presentations: Respondents may be contacted for a time to make presentations to provide an overview of their Informational Documentation, answer questions, and/or provide clarifications. **Respondents may also be asked to provide a demonstration of the bill drafting and document management system. Further, Respondents may be asked to come on site for a follow-up presentation with other manufacturers or integrators to provide a demonstration of the system in an integrated manner.**

PART D EVALUATION OF INFORMATIONAL DOCUMENTATION

D.1 Mandatory Requirements

The CGA will determine if all submissions are complete. The CGA has the sole discretion to decide if submissions are nonresponsive to this RFI.



ATTACHMENT A

PRICING PAGE

LCO BILL DRAFTING & DOCUMENT
MANAGEMENT SYSTEM
JCLM15REG0011

The Connecticut General Assembly
Joint Committee on Legislative Management
Legislative Office Building, Room 5100
Hartford, CT 06106
(860) 240 - 0100
FAX: (860) 240 - 0122

Respondents shall provide specification sheets and approximate list pricing for each recommended solution.

\$ _____

This RFI is being issued solely for informational planning purposes. Responses to this notice and prices provided are not considered offers and cannot be accepted to form a binding contract.

Company:			
Address:			
Signature:		Date:	
Name (Printed):		Title:	
Email:		FEIN#:	
Phone #:		Fax #:	