

**Request for Information  
Case Management Software  
CAO 19-109**

A pre-submittal conference was not held for this Request for Information. Inquiries regarding this solicitation were due in writing no later than May 30, 2019.

**Question No. 1** I have a question related to section 1.1 where it states “The selected vendor and vendor solution shall also convert existing data”. Can you provide additional information on the data that will need to be converted (database type, schema, etc.).

**Answer:** The data received from the previous contracted attorney are flat files containing the case name, number and then the associated files for each case. This is what would need to be imported along with some sort of additional detail or narrative about each case.

**Question No. 2** Are these Windows folders with a name and number on the folder and then documents related to the case/matter inside of the folders? If this is the case, can you provide us with a ballpark number for the amount of the folders that you currently have? If this is not an accurate description of what you currently have, can you give me a call to get clarification?

**Answer:** *We anticipate that we will receive 300 or more digital folders transferred from the former attorney. Each folder labeled with the case title and document number for example “Festival Fields CMAR 123456-22”*

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