

Select Five Number	SF0022
Requesting Entity Name	Office of MN.IT Services
Request Title	Tax Court System Modernization
Request Description	<p>The Minnesota Tax Court seeks a Business Analyst to provide preliminary analysis (Phase I) for a new case management system and product/solution recommendation (Phase II). The main objective of the larger project is to choose and implement a case management solution that will meet the needs of the Minnesota Tax Court (an independent agency of the executive branch), in consultation with the judicial branch. To support the tax court s request to the Legislature for funding, Phase I (preliminary analysis) is to be complete by January 31, 2015, before the start of the upcoming legislative session. Phase 2 (solution determination/recommendation) is to be complete by June 30, 2015. Phases 3 (acquisition and configuration) and 4 (implementation) are projected to commence July 1, 2015, to be complete by June 30, 2016, contingent on funding. It is anticipated, but not required, that the same consultant would be available to provide BA consultation for all four phases.</p> <p>Background: A case management system is the repository of all information about the cases pending before a court, including the identity of the parties and their legal representatives, the procedural history of the case, communications between court staff and the parties, and orders and decisions of the court. The Minnesota Tax Court s primitive 14-year-old case management system and is in serious need of replacement. The tax court must identify and implement a new case management system that will: communicate electronically with the case management systems of the Minnesota district courts (which accept tax court cases for filing) and with the Minnesota Supreme Court (to which decisions of the tax court are appealed); allow for robust documentation of the procedural and substantive history of the case; automate the procedural steps involved in managing the tax court s case load (such as issuing routine scheduling orders); automatically calendar and alert court staff to procedural and other deadlines; store all correspondence and communications with the parties about the case; and allow parties to electronically file appeals, motions, and other documents directly with the tax court. Because of the unique nature of this agency s work and the need to interface electronically with both the 87 district courts and the Minnesota Supreme Court, leveraging an existing system is not viable.</p> <p>Project Deliverables: Work Plan and Timeline for Phase I (complete by January 31, 2015) 1. Review and refinement as necessary of MN.IT s preliminary cost estimates for software, implementation, conversion of legacy data, interfaces with MNCIS and MACS, on-going support (annual dollars), and hosting (annual dollars). 2. Weekly project updates and performance reports Work Plan and Timeline for Phase 2 (complete by June 30, 2015): 1. High-level business requirements to use if we write a solicitation for a solution. 2. Product solution analysis and/or feasibility study, including documentation of assumptions and risks and whether the appropriate solution is COTS (Commercial Off The Shelf) or SaaS (Software as a Service) 3. Solution requirements (both functional and non-functional), details of existing and future state-of-the-system, and context diagrams and data models 4. Options for conversion of legacy data (transition requirements) 5. Documentation of project scope, time, and budget requirements 6. Request for Proposal (RFP) or Statement of Work (SoW) to be used to acquire a solution. 7. Written selection criteria, evaluation, or assessment process to be applied to RFP responses. 8. Scorecard for formal and objective review of responses 9. Weekly project updates and performance reports 10. Weekly project updates and performance reports 11. Recommendation of a COTS/SaaS vendor, package, and modules based on requirements and options considered. This Select Five solicitation is to assist in developing the requirements and solicitation to replace the current case management system with a Commercial Off-The Shelf (COTS) or Software-as-a Service (SaaS) case management system. The responder to this Select Five request may be barred frOm providing the COTS or SaaS case management</p>

system that may be procured using information developed under this Select Five engagement.

Contract(s) Awarded

Contract ID      **88074**

Entity Type

State Agency

Information on contracts executed by an entity type of State Agency can be found using the contract ID in the MN Open CheckBook under TransparencyMN located at <http://mn.gov/mmb/transparency-mn/>.

For information on contracts executed by an entity type other than State Agency you will need to contact that entity directly using the contact information that was provided in the Select Five.