

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 171	
2. Amendment/Modification Number 0002	3. Effective Date 11/13/2007	4. Requisition/Purchase Request No. RQ361957	5. Solicitation Caption Court Case Management System		
6. Issued By: Office of Contracting and Procurement Information Technology Group 441 4th Street NW, Suite 971 North Washington, DC 20001		Code	7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. RQ361957	
				9B. Dated (See Item 11) 10/24/2007	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<p>The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
(X)	A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
	C. This supplemental agreement is entered into pursuant to authority of: Clause No# 15 Entitles Changes				
	D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
The purpose of this amendment is to change the solicitation closing date and respond to vendor as follows:					
a. The solicitation closing date is changed from November 16, 2007 to November 26, 2007.					
b. The following are vendor questions asked via emails others are answered in the revised solicitation.					
c. The revised solicitation is attached.					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer William Sharp		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed 11/13/2007
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

AMENDMENT 0002, RQ361957
 COURT CASE MANAGEMENT SYSTEM

	Reference	Question	Answer
1	Technical – Computing Infrastructure	Will the DC Government provide the computing hardware and software infrastructure, e.g., Intel Based Servers, Microsoft OS Licenses and Microsoft Database Software for this requirement?	Yes
2	CMS - Application Software Licenses	May we specify these items for your consideration? For pricing purposes, shall the vendor price the software licenses for a population of 60 users?	Yes
3	CMS - Application Software Licenses	Will all the users require full read and write access, or will “read-only access” be suitable for a group of users at a lower license price? If so, how many users will require full “read and write access” and how many will require “read-only?”	Not all users will require full access. 27 Personnel will require read only access and 33 personnel will require full access.
4	Application Software Licenses (Financial Application)	How many users will be entering documents associated with a filing fee, service charges, or fine / penalty amounts? How many users will be receiving payments and issuing receipts?	28 Personnel 28 personnel

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COURT CASE MANAGEMENT SYSTEM

5	Training	Our standard implementation methodology provides training for a small number of core users. Will the DC Government consider a cost effective “train-the-trainer” approach for the approximately sixty (60) end-users who will need training?	Yes, there will be approximately 28 personnel to train on the new system.
6	Regarding the “Appeals Time Aging Report”	What determines whether a case is intrastate or interstate?	This is based on the unemployment cases where the parties are in another state and are filing for benefits.
7	Regarding the “Case Status Report”	What is the “Date of Service?”	Date of Service is the date that the original determination from an agency was either mailed or hand delivered to a party or particular person.
8	Regarding the “Payment Ordered Report (Lien)”	How is a case treated differently if it is "suspended"?	Payment of a fine is not required when a case is suspended. However, the person is found to be liable for the violation.
9	Regarding the “Payment Ordered Report (Lien)”,	What percentage of cases will record the “violation location?”	90 percent of cases that are matters of violations will have a property address associated with the violations.
10	Regarding the “Payment Ordered Report (Lien)”	What is the relationship between a “case” and a “property?”	90 percent of cases that are matters of violations will have a property address associated with the violations
11	Appendix 2 Pricing	Should vendors price development of the notices and receipts provided in Appendix 2?	No, the system shall be designed with the ability to store general forms orders and notices that are referenced in the solicitation.

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12	Requirement	Regarding "Track Time and cost related to a case." Please provide examples of "time and costs" to be tracked; i.e., only by case or by user/Administrative Law Judge as well?	Attached is a sample of tracking time and cost of ALJ time.
13	Requirement	Regarding the ability to "link to electronic media such as Lexis or Westlaw or any other media used by the court..." Please provide examples of media used by the court. Are these documents or materials specific to a case? Are these procedure manuals that are not related to individual cases? What material on LexisNexis or Westlaw should be linked to a case?	Since the system is web based, there should be a general link to various web based legal tools.
14	Requirement D. Reports	Please provide copies of the "Trends by Case Types Report" and "Overdue Cases and Actions Report."	These requirements are based activities from other jurisdictions. The system design should provide notification of an overdue action and notification when a party or representatives appear before the court for the same type of case.

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In order to provide an accurate time and cost quote for a data conversion, requires access to a sample of the data, schema of tables/files, screen shots of existing data, and a list of the tables/files to be converted.

Each database is considered a separate data conversion. Please complete this quote request for EACH legacy database/system to be converted into JustWare; if multiple systems will be converted into the same JustWare database, indicate such, but complete the following information for each database/system.

Database Name/Vendor: __Thomson Elite/ProLaw__

Select if system was custom developed or 'home-grown'

Provide a sample of your data. Different database formats require different time/costs to convert. Select the format you will use to submit your data (check one). Formats are listed in order of preference for conversion.

SQL Server (backup file .bak)

MS Access

Flat-File (comma/tab delimited or fixed-width)

Flat-files must include either a header or a separate file defining each column.

DB2

Fox-Pro

Other – specify: _____

Indicate approximate size of database (check one):

Small (less than 10,000 cases/names)

Medium (approx. 10,000 to 100,000 cases/names)

Large (approx. 100,000 to 500,000 cases/names)

Very Large (more than 500,000 cases/names)

Provide schema of tables/files. Describe how the tables/files relate to each other including the fields that form the links (diagrams are preferred and may be found in system documentation). If not provided, additional time will be quoted to research the schema as well as work with the data; additionally, lack of schema increases the possibility of issues or loss of data in the conversion process. SEE APPENDICES IN ATTACHMENT OF SOW

Provide screen shots of the legacy system (optional). It is helpful to see the screens that users work in, especially if the data displayed is included in the sample data provided. Screen shot can usually be captured by pressing Alt+Print Screen, and then pasting the image from clipboard into a program that handles graphics (e.g., PowerPoint or Word). SEE APPENDICES IN ATTACHMENT OF SOW

Specify general types of data to be converted into JustWare (check all that apply):

Cases (i.e. court cases)

Charges (i.e. charges applied in a court case)

Statutes (i.e. state/other statutes used in the system)

Name (i.e. any person from an attorney to a defendant or other contact)

Event (e.g. hearing, appeal, arraignment, parole, etc.)

Financial (i.e. Accounting type info. such as obligations, payments, etc.)

Other (list below):

SOLICITATION, OFFER, AND AWARD			1. Caption Court Case Management System		Page of Pages 1 165		
			2. Contract Number	3. Solicitation Number RQ361957	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Emergency	5. Date Issued 11/13/2007	6. Type of Market <input type="checkbox"/> Open <input type="checkbox"/> Set Aside - GSA <input checked="" type="checkbox"/> Open Market with Set-Aside SBE Designated Category:
7. Issued By: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement 441 - 4TH Street, NW - Suite 703 South Washington, DC 20001				
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"							
SOLICITATION							
9. Sealed offers in original and <u>3</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at <u>441 - 4th Street. NW Washington. DC - Rm. 703South</u> until <u>2:00PM</u> local time <u>26-Nov-07</u> (Hour) (Date)							
CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.							
bid counter located at	A. Name Mr. Quentin Blanchard		B. Telephone (Area Code) 202 (Number) 724-2353 (Ext)			C. E-mail Address Quentin.Blanchard@dc.gov	
11. Table of Contents							
(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	Solicitation/Contract Form	1	X	I	Contract Clauses	28
X	B	Supplies or Services and Price/Cost	2	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	4	X	J	List of Attachments	33
x	D	Packaging and Marking	13	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	13				
X	F	Deliveries or Performance	14	X	K	Representations, certifications and other statements of offerors	34
X	G	Contract Administration Data	16	X	L	Instructions, conditions & notices to offerors	37
X	H	Special Contract Requirements	21	X	M	Evaluation factors for award	45
OFFER							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>120</u> calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.							
13. Discount for Prompt Payment <input checked="" type="checkbox"/>		10 Calendar days %	20 Calendar days %	30 Calendar days %	___ Calendar days %		
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):			Amendment Number	Date	Amendment Number	Date	
15A. Name and Address of Offeror			16. Name and Title of Person Authorized to Sign Offer/Contract				
15B. Telephone (Area Code) (Number) (Ext)			15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>		17. Signature		
					18. Offer Date		
AWARD (TO BE COMPLETED BY GOVERNMENT)							
19. Accepted as to Items Numbered			20. Amount		21. Accounting and Appropriation		



SECTION B: SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia, Office of Administrative Hearings is seeking a contractor to deliver and install a Court Case Management System as outlined in this solicitation. The District contemplates award of a Firm Fixed Price, Labor Hour contract with a 3 month base period, with 3, one year option periods.

B.2 SCHEDULE – LABOR HOUR

B.2.1 Base Period (3 Months After Receipt of Award)

CLIN	Description	Labor Hours	Labor Rate	Total
0001	Court Case Management System. training, Compatibility, Warranties and Maintenance			
0001AA	Design - This will include front (end user) and back (administrator/engineer) ends of the application along with Tracking, Data Management, Reports, Templates, Data Migration, testing in accordance with the solicitation.	\$_____	\$_____	\$_____
0001AB	Installation – Contractor is required to install in accordance with the Statement of Work.	\$_____	\$_____	\$_____
0001AC	Training to include documentation and user manuals.	\$_____	\$_____	\$_____
0001AD	Warranty one year after complete installation	\$_____	\$_____	\$_____
Grand Total		\$_____		

B.2.2 Option Period One

CLIN	Description/Labor Category	Labor Hours	Labor Rate	Total
2001	Maintenance			
2001AA	Provide maintenance one year after expiration of Warranties.	\$_____	\$_____	\$_____
Grand Total		\$_____	\$_____	\$_____



B.2.3 Option Period 2				
CLIN	Description/Labor Category	Labor Hours	Labor Rate	Total
3001	Maintenance			
3001AA	Provide maintenance two years after expiration of Warranties.	\$_____	\$_____	\$_____
Grand Total		\$_____		

B.2.4 Option Period 3				
CLIN	Description/Labor Category	Labor Hours	Labor Rate	Total
4001	Maintenance			
4001AA	Provide maintenance three years after expiration of Warranties.	\$_____	\$_____	\$_____
Grand Total		\$_____		



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Administrative Hearings
Statement of Work
for
Court Case Management System

Section C.1

The overall scope of work is to obtain and implement a Web-based Court Case Management System to replace the existing application and programs currently used by the District of Columbia Office of Administrative Hearings (DCOAH). This will include front (end user) and back (administrator/engineer) ends of the application along with Tracking, Data Management, Reports, Templates, Data Migration, testing, training, documentation (user manual, etc), Compatibility, Warranties and Maintenance. The work requires the Vendor to deliver and install a Court Case Management System to the specifications identified but not limited to the requirements referenced in Section C. The Vendor shall explain the various necessities and qualifying conditions that meet the requirements of the Office of Administrative Hearings.

C.1.1 Purpose

The current Court Case Management System is not providing DCOAH the operational capability and structure with the changing dynamics of the office. The proposed system will provide staff with the resources to adequately and proficiently perform their daily duties. This will also ensure the accuracy, and clarity of information exchanged with employees, external District and Federal agencies and the general public. The proposed system must also provide the data to manage the day-to-day operation of DCOAH.

C.1.2 Stakeholder Coordination

This activity involves interfacing with DCOAH’s administration stakeholders to verify accuracy of the system and operational data based on the needs of the office. On a regular basis (every two weeks), until completion of the task, DCOAH will learn, manage/elicit expectations, encouraging participation/engagement of stakeholders, and assisting to determine if participation is insufficient for the successful implementation of the Court Case Management System.

C.2 BACKGROUND

The District of Columbia, Office of Administrative Hearings is an independent agency autonomous within the District of Columbia Government under the supervision of the Chief Administrative Law Judge. The mission of DCOAH is to enhance the quality of life of the citizens and visitors in the District of Columbia by providing parties with a fair, efficient, and effective system to manage and resolve administrative litigation arising under District of Columbia law. DCOAH has jurisdiction over administrative adjudicative matters arising from



actions of eighteen (18) District Agencies and their programs and hears a wide variety of cases originating from actions initiated by the these District agencies. To manage the process of all actions taken by District's agencies, DCOAH must have a Court Case Management System that will accommodate the office to perform adequate case management. The Court Case Management System currently used by DCOAH is not and has not been able to accommodate DCOAH as a rapidly expanding agency that is accumulating additional jurisdictions. After the FY2004 thru FY2007 transition of more District agencies the dynamics of the office changed regarding the policies and procedures that govern a judicial central panel. DCOAH's mission and goals rest on the ability to retrieve accurate court information, provide reports and to maintain integrity of the data from the existing program in its case management system. The need to have a Court Case Management System to keep up with the changes of the office (as additional jurisdictions are acquired) and maintain a solid foundation of the multiple programs being used today will require a comprehensive system that is able to sustain usability of more than 60 users and functionality in order to meet the goals of DCOAH. The server that houses the current Court Case Management System is offsite. DCOAH entered into a Service Level Agreement (SLA) with the District of Columbia Office of the Chief Technology Officer (OCTO) to house and perform operations on DCOAH's server. The server is housed at the OCTO Data Center 2 located on Massachusetts Avenue in the District of Columbia and it is anticipated that any new system would be housed there as well.

C.2.1 REQUIREMENTS

C.2.2 Compatibility

The following requirements shall be applied to the usability and functionality of the new Court Case Management System:

- System shall be web based;
- System shall have the following architecture compatibility:

Windows 2000

Windows XP Professional (all service packs)

Vista

Office 2000 and 2003

Windows 2000/2003 Server; and

Exchange 2000/2003.

-Dell Pro Server with over 146 Gb of storage space.

C.2.3 Tracking

The system will provide case management tools so that users may:



- Identify and track cases arising from actions of a minimum of eighteen (18) District agencies and their programs
- Easily view cases and actions for the entire District, by location/agency, individual responsible, etc.
- Search current and historical case records – using criteria that includes (but is not limited to):
 - Case Number
 - Case Name
 - Attorneys
 - Case Status
 - Violations
 - Locations
 - Payments
 - Events
 - Dispositions
- Group or link multiple cases in order to search and cross reference cases that are represented by a legal entity or person self represented and documents filed with the office
- Group multiple cases that share the same party relation and when a party has multiple cases and requests to consolidate, the system should be able to link those cases and appropriately schedule a hearing

C.2.4 Data Management and Templates

The system shall have the ability to track and manage all information related to a case including:

1. Generate case file numbers individual to each jurisdiction;
2. Identify all parties connected to all events including legal entities (i.e. law firms), attorneys, or person self represented. Users should be able to successfully record and modify records of the parties and legal entities;
3. Track investigation notes and findings;
4. Add and maintain actions or tasks with due dates (and reminders);
5. Track filing fees, fines and payments;
6. Automatically generate invoices for chargeable items;



7. Enter payments and generate notices or receipts for the documented payments;
8. Track case resolution;
9. Add and maintain follow-up actions or tasks;
10. Track time and cost related to a case;
11. Maintain an audit trail or history of actions on a case;
12. Maintain a record of new status types and filing dates;
13. Link to electronic media such as Lexis or Westlaw or any other media used by the court from inside the application;
14. Perform Microsoft Word mail merges to generate notices. The system will have user defined notice and order templates that may be customized by the user;
15. Attach documents of any kind to a case so that users can access and print documents routinely used in the ordinary course of court operation. Examples of these types of documents include (but are not limited to):

Case Management Orders

- Notice of Default
- Clarification Orders
- More Info Orders
- Partial Payment Orders
- 14 Day Orders
- Receipt of Payments
- Notice of Payments

C.2.5 Reports

Pre-formulated reports may include but are not limited to:

- Appeals Time Aging Report
- Appeals Case Aging Report
- Benefit Appeals Report
- Agency Fine Report
- Agency Case Status Report
- Agency Payment Ordered Report (Lien)
- Trends by Case Types Report
- Overdue Cases and Actions Report



Produce pre-formulated and ad hoc reports. The system should hold prescribed queries that allow users to select a particular subject to generate a report. Ad hoc reports should be able to access all database fields and have an easy to use, intuitive user-interface that will allow non-technical people to design their own reports.

Users from each agency shall have “read only” access to case information pertinent to their agency through an Intranet portal site with around the clock availability – including the ability to print agency reports.

Agencies shall have the ability to select specific case information fields that pertain to their jurisdiction and create a delimited flat file extract.

The system shall allow agencies to obtain the status of cases and hearing schedules via the Intranet - and to print reports through prescribed queries.

The system shall allow respondents to obtain information such as scheduled hearings, court room, and status of their cases via the Internet.

System shall have the ability to sustain scheduling information events, persons, and places and display these schedules on the calendar including but not limited to:

- A daily calendar (listing all events of the office, location, judge, etc)
- A calendar showing sessions held for the month
- Location changes for any event or hearing
- Booking time for one or more resources (person, place, or events under the control of the office functionality)
- Conflict checks including holidays, resources, and courtroom availability
- Portal Use: Logon credentials authentication
- Minimum 128 bit encryption;

C.2.6 PROPOSAL FORMAT AND CONTENT

Contract Type – This contract is a Firm Fixed Price contract.

Proposals should be prepared simply and economically, providing a straightforward, concise description of Vendor’s ability to meet the requirements of this Request for Proposal. The details of Vendor’s proposal are to be provided in the following format:

- A. Executive Summary – The Executive Summary should be “high-level”. It should include a description of the key issues involved and should state the total cost and estimated implementation schedule for deploying its proposed solution.



- B. Experience and Qualifications – Identify other state or local courts/agencies where Vendor has installed the proposed Court Case Management System. Provide contact information for these previous clients including client name, address, contact person, phone number, email address, period work was performed, and scope of work performed.

- C. Litigation/Early Termination – List any litigation pending and/or engagements that have been terminated prior to normal contract expiration in the past five (5) years – include the following information for each occurrence: client, address, contact person, phone number, and an explanation of the reasons for the litigation or early termination.

- D. Proposed Solution – Define Vendor’s methodology and project plan (showing the overall timeline for implementing the Court Case Management System including customizations, data migration, and training) for transitioning from the legacy system to the new system.

Describe the proposed solution including hardware and software requirements including the programming language(s) and integrated development environment (IDE) used to create the application, the database management system, operating system requirements, etc.

Provide a list of risks associated with the implementation of the proposed Court Case Management System.

- E. Detailed Requirements Response – Provide a response to each requirement point identified in Section C (Requirements). For each bullet point, indicate if the requirement is fulfilled by Vendor’s standard system or if customizations will be required. If customization is required, include the cost of customizing the standard system to meet the requirement for each point.

- F. Deployment – Describe the process of deploying and implementing the Court Case Management System for DCOAH. Include a timeline, number and type of resources required, and cost by role (if not included in the license fee). Also break out travel and accommodation expenses (if any).

- G. Additional Software Requirements – Vendor must list any additional software applications, utilities, etc. that the District of Columbia would be required to purchase in order to successfully deploy Vendor’s solution (e.g. reporting software or middleware).



- H. Testing – (all systems must be tested and perform as requested) Provide a detailed test plan that provides roles, responsibilities and scheduled for all testing. All testing must use DCOAH data. Include a timeline and cost.
- I. Training – All training will be conducted on-site at DCOAH. Describe the strategy to be used to train a small number of administrators and a total of approximately sixty (60) end-users. Include a timeline and cost for each type of user.
- J. End-User and Administrator User Guides – Indicate whether the Vendor plans on delivering “generic” documentation or will tailor the manuals to match DCOAH workflow and jargon. Include a timetable and cost (if applicable).
- K. Support – Describe maintenance and system enhancements support methodologies (on-site, phone, web, FAQs, etc.). Include the cost of all options available. Maintenance shall be in accordance with the MFR recommendation, and scheduled as required) Maintenance Brochures and schedules must be provided. Maintenance should start when warranties expires.
- L. Cost Summary – Provide in the following format:

Item	Cost
License fee for Court Case Management System	
Cumulative total of the cost to customize the standard product in order to fully meet the requirements as stated in Section C	
Annual maintenance fee for each option period for three (3) years	
Cumulative cost of any additional software applications, utilities, etc. that the District of Columbia would be required to purchase in order to successfully deploy Vendor’s solution (e.g. reporting software or middleware).	
Implementation/Deployment Costs	
Annual phone support	
Testing	
Training	
Annual Support for 1 st year (if applicable)	
End-User and Administrator Documentation	
Other (enter description)	
FIXED PRICE TOTAL	



C.2.7 GOVERNMENT FURNISHED EQUIPMENT

For work performed at the District of Columbia's facilities, the District will provide the necessary space and any other reasonable items needed to perform the on-site work scheduled for that location

C.3.1 QUALITY ASSURANCE AND STATUS REPORTING

Vendor shall provide verbal and written communications requested by the designated District representative. Timely, complete, and satisfactory provision of such reports by Vendor to the District shall be a condition precedent to payment of Vendor. Vendor shall:

- Provide the Project Management Team with reports to continuously monitor the status of Vendor's work hereunder and provide quality control and update DCOAH on assignment status. This management supervision shall also ensure that Vendor provides the District management timely (subjective) information regarding possible problems with assignment progress and proposed action required to mitigate such problems. The Project Management Team shall confer with the C.O. through the COTR (Contracting Officer Technical Representative), which OAH will provide at least every week or as otherwise required.
- Complete tasks, milestones and/or deliverables identified in the statement of work and project plan and document progress in reports and relevant DCOAH Quality Assurance Plan documents.
- Schedule staff to attend bi-weekly status meetings (or on other schedule, as appropriate) with DCOAH agency representatives.

C.4 STAFFING PROPOSAL

The proposal shall be based on Vendor's proven ability to retain highly qualified professionals that shall provide specialized experience to successfully accomplish the task requirements in this SOW.

C.4.1 General Conditions

The District shall assign a senior manager as Vendor's chief representative for this contract. This representative shall have the authority to make binding decisions between its organization and the other team members. The C.O. can only make binding decisions for this contract This representative shall be in charge of all members of Vendor team assigned to the project and shall be the main contact This is not a personal services contract. The vendor will comply with the requirements of the contract). All correspondence, conferences, meetings, and questions concerning the assignment directed to Vendor shall be through this person. This representative shall be personally available at all times during working hours from the beginning of the work through its completion.



C.5.1 ADMINISTRATIVE CONCERNS and CONTRACT ADMINISTRATION

- Contract Type - The requirements of this SOW shall be performed on a fixed cost basis.
- Period Of Performance - The contract duration shall be no more than (3) year and 3 months from date of award.
- Space, Communication Access, Equipment, Data and Personnel -
This SOW requires the following resources from the Government:
 - The Government shall provide program management support for this SOW.
 - The Government shall provide available data and documentation to Vendor in support of this SOW.
 - The Government shall provide onsite workspace.
- Vendor shall -
 - Follow the procedures and rules of the Government of the District of Columbia, and additional procedures that the District representative may direct from time-to-time.
 - During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
 - Vendor may not incur additional sub Vendor costs without consent of the Government of the District of Columbia.
- Point of Contact –
 - The Contracting Officer Technical Representative shall be the principal point of contact for Vendor.
 - The Contracting Officer shall be responsible for any contractual actions including those affecting modifications of the terms and conditions of the contract, issuance of preliminary termination notices (show cause letters or cure notices), or actions to terminate the contract.



SECTION D: PACKAGING AND MARKING

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated November, 2004.

SECTION E: INSPECTION AND ACCEPTANCE

E.1 The inspection and acceptance requirements for the resultant contract shall be governed by clause number six (6), Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated November, 2004.

E.2 Monitoring Plan

Work performed under the contract will be monitored on a daily basis by the Contracting Officer's Technical Representative (COTR) for timeliness and quality. Deficiencies will be noted in a weekly report. The contractor shall respond within 3 business days with a corrective action plan.

Performance Monitoring Plan

Performance Requirements	Performance Standards	Surveillance Method & Frequency
Vendors must meet the factors listed in the Statement of Work.	Timely and accurate recording of information;	Periodic reporting to COTR to ensure efficient and timely/accurate of information.
Vendor must monitor, track and record problems, identify solutions and accurately and timely report them to the COTR.	Ensure efficiency related to stated deliverables and services and goods as stated in the Statement of Work	
Prepares reports for COTR on a weekly basis of the progress of the creation and installation of the Court Case Management System.		COTR to determine suitability of performance based on requirements and standards as stated in the Statement of Work.



SECTION F: DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

The term of the contract shall be for a 3 month base period after receipt of order and three (3) 12 month option periods.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of three (12) month option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed (39) months.

F.3 DELIVERABLES

The deliverables for this project shall vary across the term of this agreement.

F.3.1 Where documents are required, the Contractor shall provide three (3) printed copies of written documents or other evidence of deliverables that shall be provided to the COTR using standard Microsoft Office Suite applications (or other OAH-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or via email) of the document.

F.3.2 If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format). Copies shall be filed both with the OAH Program Manager for incorporation into the overall program files and with the COTR as required for delivery verification.

F.3.3 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 of this contract that is required by the 51% District Residents New Hires



Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid.



1 SECTION G: CONTRACT ADMINISTRATION DATA

G.1 INVOICE PAYMENT

G.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

G.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.9 below. The address of the CFO is:

Executive Director
D.C. Office of Administrative Hearings
Attn: Michael L. Williams, Jr.
825 North Capitol Street, N.E., Suite 4150
Washington, D.C. 20002
Telephone: 202 442-9097
Fax: 202 442-4789

G.2.1.1 For cost reimbursable expenses, the Contractor shall submit an original and two (2) copies of each invoice (not applicable).

G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.2.1 Contractor's name, federal tax ID and invoice date (Contractors shall date invoices as of the date of mailing or transmittal);

G.2.2.2 Contract number, purchase order number, and invoice number;

G.2.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed, including labor rate, person, hours, and task along with approved District timesheets;

G.2.2.4 Other supporting documentation or information, as required by the Contracting Officer;

G.2.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;



- G.2.2.6 Name, title, phone number of person preparing the invoice;
- G.2.2.7 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and authorized signature.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

- G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.
- G.3.2 No final payment shall be made to the Contractor until the CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

- G.4.1 Unless otherwise specified in this contract, payment will be made on partial deliveries of services accepted by the District if:
 - a) The amount due on the deliveries warrants it; or
 - b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

- G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.
- G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.
- G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:
 - Pursuant to the instrument of assignment dated _____,
 - make payment of this invoice to _____
 - (name and address of assignee).



G.6 THE QUICK PAYMENT CLAUSE

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.



G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

William Sharp, Contracting Officer
Office of Contracting and Procurement
IT Related Equipment and Services CBG
441 4th Street, N.W., Suite 971 North
Washington, D.C. 20001
Telephone: 202 727-5274
Fax: 202 727-1679
Email: william.sharp@dc.gov

1.1 G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.8.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.9.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:



Bill Vicks
IT Manager
D.C. Office of Administrative Hearings
941 North Capitol Street, N.E., Suite 9100
Washington, D.C. 20002
Telephone: 202 442-9511
Fax: 202 442-9451
Email: bill.vicks@dc.gov

- G.9.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- G.9.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.



SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 at least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the DOES for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination 2005-2103, Revision No. 2 dated November 7, 2006, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 *et seq.*) and incorporated herein as Section J.1.1 of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.9 who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act.



If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the D.C. Municipal Regulations.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 et seq. (“First Source Act”).

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.2.3) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the Department of Employment Services (“DOES”); and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 10th each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) verifying its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - (a) Name;
 - (b) Social security number;
 - (c) Job title;
 - (d) Hire date;
 - (e) Residence; and



(f) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor's final request for payment from the District, the Contractor shall:

- (1) Document in a report to the Contracting Officer its compliance with the section H.5.4 of this clause; or
- (2) Submit a request to the Contracting Officer for a waiver of compliance with section H.5.4 and include the following documentation:
 - (a) Material supporting a good faith effort to comply;
 - (b) Referrals provided by DOES and other referral sources;
 - (c) Advertisement of job openings listed with DOES and other referral sources; and
 - (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The Contracting Officer may waive the provisions of section H.5.4 if the Contracting Officer finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.



H.5.7 Upon receipt of the contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the Contracting Officer shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the Contracting Officer determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Contracting Officer shall, within two business days of making the determination forward a copy of the determination to the Agency Chief Financial Officer and the COTR.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in the contract any decision of the Contracting Officer pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

H.6 PROTECTION OF PROPERTY:

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability.

See 42 U.S.C. §12101 et seq.

H.8 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. §794 et seq.

H.9 DISTRICT RESPONSIBILITIES

H.9.1 The District will provide work space to the contracted team for all allocated work required to be performed at the District's site.

H.9.2 The District will supply a template for timesheet submission by the Contractor. Upon receipt of timesheet submitted by Contractor, District representative will sign and approve timesheet within 24 hours.



H.10 CONTRACTOR RESPONSIBILITIES

- H.10.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional procedures that the District representative may direct from time-to-time.
- H.10.2 During performance of work and at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- H.10.3 Unless otherwise approved, work must be performed on District premises. Contractor shall be specifically responsible for assuring that personnel have laptops. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.
- H.10.4 The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless prior approval has been granted by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value."
- H.10.5 The Contractor must ensure that timesheets are submitted weekly, by the following Monday, using the District's timesheet forms only. The timesheets shall be provided electronically to the COTR.
- H.10.6 The Contractor may not incur additional subcontractor costs without consent of the District.

H.11 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL

The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.

H.12 ADVISORY AND ASSISTANCE SERVICES

This contract is a "non-personal services contract". It is therefore, understood and agreed that the Contractor and the Contractor's employees: (1) shall perform the services specified herein as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such



general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

H.13 HIRING OF EMPLOYEES

By accepting this contract, the Contractor agrees that the District, at its discretion, after completion of the contract period, may hire an individual who is performing services as a result of this contract, without restriction, penalties or fees.

H.14 WAY TO WORK AMENDMENT ACT OF 2006

H.14.1 Except as described in H.14.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 9, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 et seq.) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

H.14.2 The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.

H.14.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

H.14.4 The Department of Employment Services may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.

H.14.5 The Contractor shall provide a copy of the Fact Sheet attached as J.1.2 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.1.2 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.14.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

H.14.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 et seq.

H.14.8 The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;



- (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.14.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.



SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated November 2004 (“SCP”) are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.



- I.5.3 The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.5.4 The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6 The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
 - I.5.6.1 Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
 - I.5.6.2 Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;



I.5.6.3 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.5.7 The restricted rights set forth in section I.5.6 are of no effect unless

(i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____

With _____ (Contractor's Name); and

(ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

I.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

I.5.10 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance



or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

I.5.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

I.8.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverages prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall



require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

- (a) Commercial General Liability Insurance, \$1,000,000 limits per occurrence, District added as an additional insured.
- (b) Automobile Liability Insurance, \$1,000,000 per occurrence combined single limit.
- (c) Worker's Compensation Insurance according to the statutes of the District of Columbia, including Employer's Liability, \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,000 policy limit disease.
- (d) Errors and Omissions Liability Insurance, \$1,000,000 limits per claim.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.2.1. An award cannot be made to any offeror who has not satisfied the equal employment requirements.



SECTION J: LIST OF ATTACHMENTS

- J.1 ATTACHMENT - (The following forms are located at www.ocp.dc.gov and shall be completed and incorporated with the offer.)
 - J.1.1 Wage Determination No. 2005-2103, Revision No. 2, dated November 7, 2006
 - J.1.2 Living Wage Act of 2006 –
<http://www.ocp.dc.gov/ocp/cwp/view,a,1296,q,636786,ocpNav,|32644|.asp>
 - J.1.3 Experience Questionnaire
 - J.1.4 Past Performance Evaluation Form
 - J.1.5 E.E.O. Information and Mayor’s Order 85-85
 - J.1.6 Tax Certification Affidavit
 - J.1.7 First Source Employment Agreement
 - J.1.8 Cost/Price Data Package

- J.2 APPENDICES
 - J.2.1 Appendix I - EAI Interface and Software Inventory, ASMP Working As 1
 - J.2.2 Appendix II - ASMP Working As 1 – Interface Model
 - J.2.3 Appendix III - Software List Utilized by ASMP



**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS
OF OFFERORS**

K.1 AUTHORIZED NEGOTIATORS

The offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The offeror, by checking the applicable box, represents that

- (a) It operates as:
 - a corporation incorporated under the laws of the State of: _____
 - an individual,
 - a partnership,
 - a nonprofit organization, or
 - a joint venture.
- (b) If the offeror is a foreign entity, it operates as:
 - an individual,
 - a joint venture, or
 - a corporation registered for business in _____
(Country)

**K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY
OBLIGATIONS**

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the offeror for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____



Name _____ Title _____

Signature _____

Offeror ____ has ____ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror ____ has ____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

K.4 BUY AMERICAN CERTIFICATION

The offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (See Clause 23 of the SCP, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS

_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each offeror shall check one of the following:

_____ No person listed in Clause 13 of the SCP, "District Employees Not To Benefit" will benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the offeror is considered to be a certification by the signatory that:

- 1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any offeror or competitor relating to:
 - (i) those prices



- (ii) the intention to submit a contract, or
 - (iii) the methods or factors used to calculate the prices in the contract.
 - 2) The prices in this contract have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract opening unless otherwise required by law; and
 - 3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory:
- 1) Is the person in the offeror's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:
-
- (insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the offeror's organization);
- As an authorized agent, does certify that the principals named in subdivision (b)(2) have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
- As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7TAX CERTIFICATION

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.2.2.



SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a single contract(s) resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

One original and three (3) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. "Proposal in response to solicitation number RQ-361957 – Court Case Management shall submit proposals to:

OCP/Office of Property Management

441 4th Street, N.W. Suite 703 South Bid Room

Washington D.C. 20001

(Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation. Offerors shall respond to each factor in a way that will allow the District to evaluate the Offeror's response in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. Proposals shall include a table of contents with a detailed listing of information presented in the contractor's proposal and each page shall be numbered. Proposals shall be organized and presented in the following sections:

a). **Corporate Experience – 20 Points** - Positive references from state or local courts/agencies where vendor has installed the proposed system.

b). **Methodology, Approach and References - 20 Points** - The ability to meet the requirements as defined in Section C. Defined methodology and project plan (showing the over-all timeline for implementing the Court Case Management System as stated in Section C including customizations, testing, data migration, and training) for transitioning from the legacy system to the new system.



c). **Quality Control - 10 points** - Quality Control – Offeror shall provide an approach that will ensure an acceptable level of performance for the services provided to District of Columbia Government.

d). **Past Performance – 10 Points** - (Submit 3 copies) - Past Performance Information: Past Performance contains three sub factors which are of equal importance to each other; (1) Quality of Service (2) Timeliness of Performance and (3) Business Practices/Customer Satisfaction. The offeror shall provide contract references (preferably, at least 3) both for itself and for any major subcontractor to enable the government to assess the quality of the offeror's /major subcontractor's past performance. A major subcontractor is a subcontractor that is expected to perform at least 25% of the work under this contract. The referenced contracts shall be similar in scope, magnitude and complexity to that contemplated in this RFP. The contracts must have been completed within the last three years or (if still ongoing) have been performed for at least one year. The following information shall be included for each contract:

- Name and address of contracting activity, state or local government agency
or commercial customer.
- Contract type (fixed price/cost reimbursement)
- Contract Value
- Brief description of service required under the contract, including performance location(s) and performance period.
- Name and telephone number of individual (administrative contracting officer/program manager) able to provide information about offeror's past performance.

The government may elect not to contact all the references provided by the offeror. The government also may contact references other than those provided by the offeror. The offeror's failure to provide a sufficient number of references that can be contacted may result in the inability of the government to assess the quality of the offeror's past performance.

e). **Price - maximum of 30 points** – Price will be evaluated for price reasonableness based on the total proposed price for the base period of performance and all option periods together. The determination that the total price is reasonable will be made by a comparison of other offers received. If only one offer is received, the determination may be based on a comparison to the IGCE or by any other reasonable basis.

f). On-site Demonstration - maximum of 10 points

Vendor will conduct an on-site demonstration at DCOAH of the Court Case Management



System proposed by the Vendor. This demonstration will substantiate the ability of the proposed solution to meet each DCOAH requirements defined in Section C. **Scheduling will begin starting November 27, 2007.**

When customizations/modifications to the Vendor's standard application are required to meet DCOAH requirements, the Vendor should be prepared to describe the content and impact of these modifications.

TOTAL POINTS: 100

Preference Points (0-12) for Local, Small, and Disadvantaged Businesses (LSDBEs)

- Small Business Enterprise (SBE) 3 points
- Resident-Owned Business (ROB) 3 points
- Longtime Resident Business (LRB) 10 points
- Local Business Enterprise (LBE) 2 points
- Business located in Enterprise Zone (DZE) 2 points
- Disadvantaged Business Enterprise (DBE) 2 points

The maximum total preference to which a certified business enterprise is entitled for this procurement is twelve (12) points on a 100-point scale for quotations submitted in response to this RFQ.

TOTAL POSSIBLE POINTS: 112

L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.3.1 Proposal Submission

Proposals must be submitted no later than 2PM, **November 26, 2007**, Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.



L.3.2 Withdrawal or Modification of Proposals

An offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.3.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the offeror can furnish evidence from the postal authorities of timely mailing.

L.3.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.5 **Late Proposals**

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one. The prospective offeror shall submit questions no later than (10) days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than (10) days before the date set for submission of proposals. The District will furnish responses promptly to all other prospective offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

L.5 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, Office of the Chief Technology Officer, 441 4th Street N.W., Suite 930 South, Washington, D.C. 20001, telephone (202) 727-5274, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer, Office of the Chief Technology Officer of the reason for not



submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Contracting Officer, Office of the Chief Contracting Officer that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.6.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.7 PROPOSAL PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

L.8 SIGNING OF OFFERS



The offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.9 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.10 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

L.11 PROPOSAL COSTS

The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

L.12 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.13 CERTIFICATES OF INSURANCE

The Contractor shall submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 prior to commencing work. Evidence of insurance shall be submitted within fourteen (14) days of contract award to:

William Sharp
Contracting Officer
Office of Contracting and Procurement
Office of the Chief Technology Officer
441 4th Street N.W., Suite 971 North
Washington, D.C. 20001
Phone: 202-727-5274



L.14 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.15 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all offerors still within the competitive range.

L.16 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.16.1 Name, address, telephone number and federal tax identification number of offeror;

L.16.2 A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.16.3 If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.17 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to



investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.18 STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, within five (5) days of the request by the District.

- L.18.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.18.2 Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.18.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.18.4 Evidence of compliance with the applicable District licensing and tax laws and regulations.
- L.18.5 Evidence of a satisfactory performance record, record of integrity and business ethics.
- L.18.6 Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.18.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.18.8 If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be non responsible.



M.3 EVALUATION CRITERIA

M.3.1 Proposals will be evaluated based on the following technical evaluation factors listed in descending order of importance. Offeror must provide documentation showing the number of years the organization has been performing the core competencies. Offeror must provide the names of the organization where they have delivered services demonstrating core competencies. Offeror must provide appropriate certifications, and/or awards that organization has received in the past three (3) years. Proposals shall be organized and presented in the following sections:

M.3.2 TECHNICAL CRITERIA 60 - Points

A). **Corporate Experience** – 20 Points - Demonstrated – managerial and supervisory ability of key personnel, operational controls, lines of authority for coordination and interface with the government, necessary staffing, how it will maintain or exceed customer expectations.

b). **Methodology, Approach and References** - 20 Points - The offeror must describe how it intends to meet the objectives identified in the SOW. The Government will evaluate the Offeror’s methodology, approach, and personnel to determine if its methodology is feasible, logical, efficient and effective, while providing the personnel to ensure the requirements in Section C are achieved.

c). **Quality Control** - 10 points - Quality Control – The contractor's Quality Control Plan (QCP) must demonstrate the contractor’s ability to provide oversight, measurements, and reporting processes to ensure compliance with all contract requirements. Offeror shall provide an approach that will ensure an acceptable level of performance for the services provided to District of Columbia Government.

d). **Past Performance** – 10 Points - (Submit 3 copies) - Past Performance Information: Past Performance contains three sub factors which are of equal importance to each other; (1) Quality of Service (2) Timeliness of Performance and (3) Business Practices/Customer Satisfaction. The offeror shall provide contract references (preferably, at least 3) both for itself and for any major subcontractor to enable the government to assess the quality of the offeror’s /major subcontractor’s past performance. A major subcontractor is a subcontractor that is expected to perform at least 25% of the work under this contract. The referenced contracts shall be similar in scope, magnitude and complexity to that contemplated in this RFP. The contracts must have been completed within the last three years or (if still ongoing) have been performed for at least one year. The following information shall be included for each contract:

- Name and address of contracting activity, state or local government agency or commercial customer, Contract type (fixed price/cost reimbursement), Contract Value, Brief description of service required under the contract, including performance location(s) and performance period, Name and telephone number of individual (administrative contracting Officer/program manager) able to provide information about offeror’s past performance.



The government may elect not to contact all the references provided by the offeror. The government also may contact references other than those provided by the offeror. The offeror's failure to provide a sufficient number of references that can be contacted may result in the inability of the government to assess the quality of the offeror's past performance.

e). Price - maximum of 30 points – Price will be evaluated for price reasonableness based on the total proposed price for the base period of performance and all option periods. The determination that the total price is reasonable will be made by a comparison of other offers received. If only one offer is received, the determination may be based on a comparison to the IGCE or by any other reasonable basis.

f). On-site Demonstration - maximum of 10 points

Vendor will conduct an on-site demonstration at DCOAH of the Court Case Management System proposed by the Vendor. This demonstration will substantiate the ability of the proposed solution to meet each DCOAH requirements defined in Section C.

When customizations/modifications to the Vendor's standard application are required to meet DCOAH requirements, the Vendor should be prepared to describe the content and impact of these modifications.

TOTAL POINTS: 100

Preference Points (0-12) for Local, Small, and Disadvantaged Businesses (LSDBEs)

- Small Business Enterprise (SBE) 3 points
- Resident-Owned Business (ROB) 3 points
- Longtime Resident Business (LRB) 10 points
- Local Business Enterprise (LBE) 2 points
- Business located in Enterprise Zone (DZE) 2 points
- Disadvantaged Business Enterprise (DBE) 2 points

The maximum total preference to which a certified business enterprise is entitled for this procurement is twelve (12) points on a 100-point scale for quotations submitted in response to this RFQ.

TOTAL POSSIBLE POINTS: 112

**M.4 OPEN MARKET CLAUSES WITH LSDBE SUBCONTRACTING SET-ASIDE
(SUPPLIES AND SERVICES)**

M.4.1 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned



Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

M.4.2 Required Subcontracting Set-Aside

____% of the total dollar value of this contract has been set-aside for performance through subcontracting with businesses certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable, as local business enterprises, disadvantaged business enterprises, resident-owned businesses, local business enterprises with their principal offices located in an enterprise zone, small business enterprises, or longtime resident businesses. Any prime contractor responding to this solicitation shall submit within 5 days of the contracting officer’s request, a notarized statement detailing its subcontracting plan. Once the plan is approved by the contracting officer, changes will only occur with the prior written approval of the contracting officer and the Director of DSLBD.

M.4.3 General Preferences For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

M.4.3.1 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;

M.4.3.2 Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;

M.4.3.3 Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;



- M.4.3.4 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- M.4.3.5 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- M.4.3.6 Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

M.4.4 Application of Preferences

The preferences shall be applicable to prime contractors as follows:

- M.4.4.1 Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- M.4.4.2 Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.4.4.3 Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- M.4.4.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.
- M.4.4.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.



M.4.4.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

M.4.4.7 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

1.1.1 M.5 Preferences for Certified Joint Ventures

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.5.1 Vendor Submission for Preferences

Any vendor seeking to receive preferences on this solicitation must submit at the time of and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

M.5.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or Evidence of the vendor's or joint ventures provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

M.5.1.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001



M.5.1.4 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.5.2 Subcontracting Plan

Any prime contractor responding to a solicitation in which there is an LBE, DBE, SBE, DZE, LRB, or ROB subcontracting set-aside, shall submit, within 5 days of the contracting officer's request, a notarized statement detailing its subcontracting plan. Each subcontracting plan shall include the following:

- M.5.2.1 A description of the goods and services to be provided by the LBEs, DBEs, SBEs, DZEs, LRBs, or ROBs;
- M.5.2.2 A statement of the dollar value, by type of business enterprise, of the bid or proposal that pertains to the subcontracts to be performed by the LBEs, DBEs, SBEs, DZEs, LRBs, or ROBs;
- M.5.2.3 The names and addresses of all proposed subcontractors who are LBEs, DBEs, SBEs, DZEs, LRBs, or ROBs;
- M.5.2.4 The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;
- M.5.2.5 A description of the efforts the prime contractor will make to ensure that LBEs, DBEs, ROBs, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;
- M.5.2.6 In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- M.5.2.7 Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan;
- M.5.2.8 List the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and
- M.5.2.9 A description of the prime contractor's recent effort to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROBs, and to award subcontracts to them.

M.5.3 Enforcement and Penalties for Willful Breach of Subcontracting Plan

The willful breach by a contractor of a subcontracting plan for utilization of local, small, or disadvantaged businesses in the performance of a contract, the failure to submit any required subcontracting plan monitoring or compliance report, or the deliberate submission of



falsified data may be enforced by the DSLBD through the imposition of penalties, including monetary fines of \$15,000 or 5% of the total amount of the work that the contractor was to subcontract to local, small, or disadvantaged businesses, whichever is greater, for each such breach, failure, or falsified submission.

1.1.1.1 M.5 EVALUATION OF PROMPT PAYMENT DISCOUNT

- M.5.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered will form a part of the award and will be taken by the District if payment is made within the discount period specified by the offeror.
- M.5.2 In connection with any discount offered, time will be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the District check.



Appendix 1 – Reports

Appeals Time Aging Report

Office of Administrative Hearings
ETA 9054 - Appeals Time

Month: Feb-07

Days	Total (1)	Intrastate (2)	Interstate (3)
Total	211	211	0
<=30	128	128	0
31-45	43	43	0
46-60	10	10	0
61-75	10	10	0
76-90	8	8	0
91-120	4	4	0
> 120	8	8	0



Appeals Case Aging Report

Office of Administrative Hearings
ETA 9055 - Appeals Case Aging

Month: Feb-07

Days	Total
Total	231
<=25	163
26-40	31
41-90	17
91-120	11
121-180	8
181-360	1
> 360	0
	Days
Average Age	40
Median Age	TBD



Benefit Appeals Report

Office of Administrative Hearings
 ETA 5130 - Benefit Appeals Report

REPORT FOR PERIOD ENDING: 2/28/2007 REGION: 3 STATE: DC

SECTION A: Single Claimant and Multiclaimgant Appeals Case Decisions and Other Dispositions

Line No.	UI Decisions		UCFE-No UI Decisions		UCX Only Decisions		Other Dispositions (7)
	Lower Authority (1)	Higher Authority (2)	Lower Authority (3)	Higher Authority (4)	Lower Authority (5)	Higher Authority (6)	
100	209	N/A	2	N/A	0	N/A	0

SECTION B: Claimants Involved in State UI Appeals Cases by Status of Appeals

Line No.	Status of Appeals	Single-Claimant Appeals		Multi-Claimant Appeals	
		Lower Authority (8)	Higher Authority (9)	Lower Authority (10)	Higher Authority (11)
200	Filed During Month	203	N/A	N/A	N/A
210	Disposed of During Month	209	N/A	N/A	N/A

SECTION C: State UI Appeals by Type of Appellant

Line No.	UI Appeals Decisions	All UI Decisions		Claimant		Employer		Other	
		Lower Authority (12)	Higher Authority (13)	Lower Authority (14)	Higher Authority (15)	Lower Authority (16)	Higher Authority (17)	Lower Authority (18)	Higher Authority (19)
300	Total	209	N/A	144	N/A	65	N/A	0	N/A
310	In Favor of Appellant	73	N/A	56	N/A	17	N/A	0	N/A

SECTION D: Number of Lower Authority State UI Appeals Decisions by Issue

Line No.	Total UI Decisions (20)	Voluntary Quit (21)	Misconduct (22)	Refusal of Suitable Work (23)	Not Able or Available (24)	Labor Dispute (25)	Other (26)
400	209	62	116	0	6	N/A	25



Agency Fine Report

[Agency Name] - FINE REPORT

OAH CASE NO.	RESPONDENT	INFRACTION	INFRACTION PLEA	DATE OF SERVICE	INFRACTION AMOUNT	FINAL FINE AMOUNT	PENALTY AMOUNT	PAYMENTS TO DATE	AMOUNT OWED
CR-C-06-100032	1231 MORSE STREET, INC.				0.00	0.00	0.00	0.00	0.00
CR-06-S700370	CHARLES & SONS	DCC § 29-1006	NOT YET RECEIVED	11/20/2006	2,000.00	0.00	0.00	0.00	0.00
CR-B-06-800051A	TOWING, ARLINGTON				0.00	0.00	0.00	0.00	0.00
CR-C-06-100030	ROOTHS, EDWARD B.				0.00	0.00	0.00	0.00	0.00
CR-C-06-100031	CAMACHO, MINH N., JR.				0.00	0.00	0.00	0.00	0.00
CR-I-05-R101964A	DIFFEL, CHRISTOPHER J.	14 DCMR 800.13	NOT YET RECEIVED	11/10/2005	500.00	0.00	600.00	0.00	600.00
CR-I-05-R101965A	TYLER, JAMES H.	14 DCMR 703.1	DENY	11/10/2005	100.00	200.00	0.00	0.00	200.00
CR-I-05-R101966A	TYLER, JAMES H.	14 DCMR 800.10	DENY	11/10/2005	100.00	0.00	0.00	0.00	0.00
CR-I-05-R101970A	MENDEZ, SERVIA	14 DCMR 800.2	NOT YET RECEIVED	11/10/2005	100.00	0.00	200.00	0.00	200.00
CR-I-05-R101992A	HAWKINS, L. W.	14 DCMR 800.10	NOT YET RECEIVED	11/10/2005	100.00	0.00	100.00	0.00	100.00
CR-I-05-R101994A	MORROW, CHARLES	14 DCMR 708.2	NOT YET RECEIVED	11/10/2005	50.00	0.00	50.00	0.00	50.00
CR-I-05-R102023A	BRIDGEPORT, DAVID A.	14 DCMR 800.10	ADMIT	10/21/2005	100.00	100.00	0.00	110.00	-10.00
CR-I-06-I700174	BARNES, FLORENCE	DCC § 6-641.09	ADMIT	9/22/2006	1,000.00	1,000.00	0.00	1,000.00	0.00
CR-I-06-I700119	WITTENBERG, R. E.	DCC § 6-641.09	ADMIT	9/22/2006	500.00	500.00	0.00	500.00	0.00
CR-I-06-I700122	SIMPSON, JOSEPH	12 DCMR 105.1	ADMIT	10/30/2006	2,000.00	2,000.00	0.00	2,000.00	0.00

2/22/2007 11:51 AM

PAGE: 1



Agency Case Status Report

[Agency Name] - CASE STATUS REPORT

OAH CASE NO.	INSPECTOR	RESPONDENT	STATUS	DATE OF SERVICE	INFRACTION	PLEA	DISPOSITION
DE-I-06-12926	AKPATA	KILLETTE, S. IRVING	OPEN	7/13/2006	21 DCMR 502.1	DENY	
DE-I-06-A100626	AKPATA	BRANDYWINE PARTNERS LL	CLOSED	7/19/2006	21 DCMR 502.1	DEFAULT	DEFAULT
DE-I-06-A100627	NWANGWU	DC USA OPERATING CO. LLC	PAID	8/24/2006	21 DCMR 539.4	ADMIT	LIABLE
DE-I-06-A100628	NWANGWU	JAMES G. DAVIS CONST. CORP.	PAID	7/5/2006	21 DCMR 538.1(J)	ADMIT	LIABLE
DE-I-06-A100635	NWANGWU	PN HOFFMAN	PAID	10/12/2006	21 DCMR 538.1(H)	ADMIT	LIABLE
DE-I-06-A100636	NWANGWU	NIXON, KEVIN	CLOSED	10/10/2006	21 DCMR 538.1(F)	2NDNOI	DEFAULT
DE-I-06-A100658	NWANGWU	LLC, JBG ASSOCIATE	PAID	5/30/2006	21 DCMR 502.1	ADMIT	LIABLE
DE-I-06-A100659	NWANGWU	HARRISON, HARRISON	CLOSED	6/16/2006	21 DCMR 538.1(H)	2NDNOI	DEFAULT
DE-I-06-A100660	NWANGU	ELLIS DENNING PROPERTIES	PAID	6/23/2006	21 DCMR 539.4	ADMIT	LIABLE
DE-I-06-A100713	OYEBADE	FORT MEYER CONSTRUCTION CO.	PAID	11/15/2006	20 DCMR 302.1(C)(3)	ADMIT	LIABLE
DE-I-06-A100722	GONZALEZ	LLC, 634 Q	CLOSED	6/6/2006	21 DCMR 539.4	2NDNOI	DEFAULT
DE-I-06-A100724	GONZALEZ	K STREET APARTMENT LLC	PAID	7/14/2006	21 DCMR 502.1	ADMIT	LIABLE
DE-I-06-A100728	GONZALEZ	FIGAROORE, SHELBY	CLOSED	7/18/2006	21 DCMR 502.1	2NDNOI	DEFAULT
DE-I-06-A100740	AKPATA	HOPKINS, NATALIE	PAID	7/14/2006	21 DCMR 539.4	ADMIT	LIABLE



Agency Payment Ordered Report (Lien)



DPW - July Summary Report												
Admit Pleas	110											
AWE Pleas	21											
Deny Pleas	30											
Cases Dismissed by Final Order	46											
Cases Dismissed by Summary	13											
Cases Suspended	3											
Payment Ordered	60											
Hearing Held	68											
DPW Payment Ordered Report (Lien)												
OH CASE NO.	RESPONDENT	Mailing ADDRESS	City/State/Zip	VIOLATION LOCATION	SQUARE FOOT	VIOLATION	DATE OF SERVICE	FINAL FINE AMOUNT	FINAL PENALTY AMOUNT	PAYMENTS TO DATE	AMOUNT OWED	
PW-V-06-K114371	SERVICE, GEORGETOWN UNVI	P. O. BOX 57 1097	WASHINGTON, DC 20057-1097	1410 36TH ST	1248	146-21 DC MR 700.3	4/25/2006	60	0	0	60	
PW-V-06-K114992	CORP, BHULLERS	643 PENNSYLVANIA AVENUE, SE	WASHINGTON, DC 20003	643 PENNSYLVANIA AVE	874	21 DC MR 2021	5/2/2006	40	0	0	40	
PW-V-04-16498	WALLACE, STANLEY	802 UPHILL CT.	UPPER MARLBORO, MD 20774	REAR 209 41ST ST.	5271	803-21 DC MR 700.3	11/8/2004	60	0	0	60	
PW-V-05-K101759	SHELDON, ARP AD	4085 HANCOCK BRIDGE PKWY	N. FORT MYERS FL 33903-7219	2410 18TH ST.	2551	33-21 DC MR 700.3	2/7/2006	125	275	0	400	
PW-V-05-K102501	ATKINS, C. N.	10760 CEDARWOOD DRIVE	WALDORF, MD 20601	REAR 3902 AMES ST.	5049	845-21 DC MR 700.3	2/16/2006	60	0	0	60	
PW-V-05-K102549	SYLVAIN, D. D.	8802 STERLING ST.	LANDOVER, MD 20785	524 - 525 HOBART PL	3054	69-21 DC MR 700.3	3/2/2006	100	0	0	100	
PW-V-05-K104750	REATIG, SUZANE	4222 KNOWLES AVENUE	KENSINGTON, MD 20895	400 BLK RIDGE ST.	513	143-24 DC MR 1002	7/29/2006	225	0	0	225	
PW-V-05-K104754	REATIG, SUZANE	4222 KNOWLES AVENUE	KENSINGTON, MD 20895	400 BLK RIDGE ST.	513	141-24 DC MR 1002	7/29/2006	225	0	0	225	
PW-V-05-K105965	HOLDEN, ROBYN C.	1109 K STREET, N.E.	WASHINGTON, DC 20002-7109	910 12TH ST.	980	73-24 DC MR 1002	7/7/2006	450	1,200.00	0	1,650.00	
PW-V-05-K106337	CHOI, BYOUNG K.	7059 DEER VALLY ROAD	HIGHLAND, MD 20777	3445 BENNING RD.	5017	837-21 DC MR 702.1	7/15/2006	150	0	0	150	
PW-V-06-360509-4	DJOURABCHI, BABAK	3459 HOLMEAD PLACE, NW	WASHINGTON, DC 20010	3459 HOLMEAD P.L.	2834	88-21 DC MR 700.3	1/11/2006	35	0	105	-70	
PW-V-06-K110277	WALTON, ROBERT	1816 D ST., NE	WASHINGTON, DC 20002	1621 17TH PLACE	5996	38-21 DC MR 700.3	1/22/2006	150	150	0	300	
PW-V-06-K110656	MOMEN AUTO CARE CENTER INC	2014 S ST., NE	WASHINGTON, DC 20002-1224	2014 5TH ST.	3616	810-21 DC MR 700.3	3/17/2006	75	0	75	0	
PW-V-06-K110943	SERVICE GENERAL DC CORP.	5201 GEORGIA AVENUE, NW	WASHINGTON, DC 20011	5201 GEORGIA AVENUE	3000	21 DC MR 2021	3/9/2006	100	150	0	250	
PW-V-06-K111078	HARRIS, FRANK	2016 PEARODY STREET	HYATTSVILLE, MD 20782-2168	1253 RAUM STREET	4055	21 DC MR 700.3	1/23/2006	100	0	0	100	
PW-V-06-K111296	1443 CHAPIN ST LP	P.O. BOX 7 1007	BETHESDA, MD 20813	1443 CHAPIN ST.	2662	828-21 DC MR 700.3	1/31/2006	100	0	0	100	
PW-V-06-K111454	DJOURABCHI, BABAK	3459 HOLMEAD PLACE, NW	WASHINGTON, DC 20010	3459 HOLMEAD P.L.	2834	88-21 DC MR 700.3	1/27/2006	75	0	0	75	
PW-V-06-K111630	CO, GOLDSSTEIN BROTHERS	5901 4TH STREET, NW	WASHINGTON, DC 20012	1333 PEARODY ST	2791	809-21 DC MR 700.3	2/27/2006	100	200	0	300	
PW-V-06-K111696	MARTINEZ, FERNANDO	228 HAMILTON STREET, NW	WASHINGTON, DC 20011	228 HAMILTON ST	3326	82-21 DC MR 702.1	2/13/2006	120	0	0	120	
PW-V-06-K111822	MAYFIELD, CARLA	13116 LARKHALL CIR	FORT WASHINGTON, MD 20744-6444	647 GALVESTON PLACE	6239	76-21 DC MR 700.3	2/21/2006	70	140	0	210	
PW-V-06-K111970	GOOD HOPE ROAD ASSOCIATES LLC LANDMARK ATLANTIC MGMT	2700 S. NELSON ST.	ARLINGTON, VA 22206-2308	1667 GOOD HOPE ROAD	5765	894-21 DC MR 705.1	4/3/2006	110	0	0	110	
PW-V-06-K111972	YSENIYA REVO CABLE TRUST	200 S. WAYNE ST.	ARLINGTON, VA 22204	3241 ELY PL.	5446	44-21 DC MR 700.3	2/23/2006	50	0	0	50	
PW-V-06-K112159	DRM & ASSOCIATES INC	12209 HOLLY BANK DR	FORT WASHINGTON, MD 20744-6219	729 F STREET	891	49-21 DC MR 700.3	2/17/2006	120	0	0	120	
PW-V-06-K112221	NARAIN, AGNES	3523 14TH STREET, NW	WASHINGTON, DC 20010-1375	3523 14TH ST.	2827	116-21 DC MR 705.1	2/24/2006	50	0	0	500	
PW-V-06-K112319	LENKIN, THELMA	492A SAINT ELMO AVE	BETHESDA, MD 20814-6056	2844 WISCONSIN AVE.	1930	77-21 DC MR 700.3	3/8/2006	100	0	0	100	
PW-V-06-K112347	CLERIA'S GENERAL CONTRACTORS	P.O. BOX 2404	SILVER SPRINGS, MD 20915-2404	4400 44TH ST.	1991	P.S. 24 DC MR 104.9	3/15/2006	250	0	250	0	
PW-V-06-K112357	SIEGEL, BRIAN H.	4550 BRANDYWINE STREET, NW	WASHINGTON, DC 20016-4447	4550 BRANDYWINE ST	1568	2-24 DC MR 1000	4/24/2006	50	0	0	50	
PW-V-06-K112666	EAST CHOP LLC	1324 H STREET	WASHINGTON, DC 20002-4447	1324 H Street	1026	87-21 DC MR 700.3	3/9/2006	150	300	0	450	
PW-V-06-K112615	DRAME, MOUSTAPHA	2601 DOUGLASS RD, SE APT. 46	WASHINGTON, DC 20020-4447	1001 KENYON ST.	2845	87-21 DC MR 700.3	3/10/2006	50	0	0	50	
PW-V-06-K112627	SIMO N, LINDA S.	2209 38TH ST., NW	WASHINGTON, DC 20007-1708	2209 38TH ST.	1301	658-21 DC MR 700.3	3/8/2006	100	0	0	100	
PW-V-06-K112680	MURRELL, CLAUDE G.	2816 KETH STREET	MARLOW HEIGHTS, MD 20748	3910 AMES ST.	5049	842-21 DC MR 705.5	3/16/2006	50	0	0	50	
PW-V-06-K113349	PERSUAD, ANHANIE	4015 GEORGIA AVENUE NW	WASHINGTON, DC 20011	4015 9TH STREET	3026	48-21 DC MR 705.1	3/23/2006	250	250	0	500	
PW-V-06-K113558	ARAGON, ROSE M.	2418 TUNLAW RD., NW	WASHINGTON, DC 20007-1818	2418 TUNLAW RD.	1301	##-21 DC MR 705.5	3/20/2006	40	0	0	40	
PW-V-06-K113583	VALENCIA APARTMENTS ASSOCIATES, VALENCIA APT ASSOC LLC	2700 S. NELSON STREET	ARLINGTON, VA 22206	5922 13TH ST.	400	21 DC MR 700.3	3/27/2006	75	75	0	150	



Appendix 2 – Notice and Receipt

Notice of Payment (sample)

**DISTRICT OF COLUMBIA
OFFICE OF ADMINISTRATIVE HEARINGS**
825 North Capitol Street, NE, Suite 4150
Washington, DC 20002-4210

DISTRICT OF COLUMBIA
DEPARTMENT OF THE ENVIRONMENT

Petitioner,

v.

Respondent

Case No.:

NOTICE OF PAYMENT

Respondent filed a payment in this matter of the specified fine in the amount of \$500.00 (by check #4120) in response to the Notice of Infraction () issued on September 1, 2006. The payment was filed with the docket clerk of the Office of Administrative Hearings on October 17, 2006.

No further payment is reflected in the record as being required.

Dated: _____, 2007:

Clerk / Deputy Clerk
Office of Administrative Hearings



Case No.: DE-I-06-A100890

Certificate of Service:

By U.S. Mail (Postage Paid):

Reston Limousine & Travel Services
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I hereby certify that on _____, 2007 this document was caused to be served upon the above-named parties at the addresses listed and by the means stated.

Clerk / Deputy Clerk

By Inter-Agency Mail:

Corey Buffo
General Counsel
District Department of the Environment
51 N Street, NE 6th Floor
Washington, DC 20002-3323
Attn: Kimberly Katzenbarger, Esq.

Corey Buffo
General Counsel
District Department of the Environment
Air Quality Division
51 N Street, NE 5th Floor
Washington, DC 20002-3323
Attn: Compliance



Receipt of Payment (sample)

**DISTRICT OF COLUMBIA
Office of Administrative Hearings**

DISTRICT OF COLUMBIA DEPARTMENT OF PUBLIC WORKS Petitioner, v. Respondent(s)	Case No(s): _____ _____
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RECEIPT OF PAYMENT

A payment was filed in this matter in the amount of \$ _____ by check/money order # _____. The payment was filed with the Office of Administrative Hearings on _____.

No further payment is reflected in the record as being required.

Dated: _____, 2006:

Clerk / Deputy Clerk
Office of Administrative Hearings



Appendix 3 – Data Migration

Table Record Counts

Tables	Record Count
Abbreviations	0
AbbreviationsList	0
Accounts	1
Accounts Budgets	1
AccountsBudgets_Reports	
AccountsSegmentLookup	
Accounts Split	0
AccountsSplitDetail	0
ADDRESS	42114
AddressBookDetails	0
AddressBooks	0
AgentLog	0
AgentSchedule	2
AlertsProfessionals	0
AreaOfLaw	49
ARwriteoffDetail	0
ARwriteoffDetail2	0
ARwriteoffDist	0
ARwriteoffRequest	0
Audit	1466804
AuditAccounts	0
AuditComponents	0
AuditContacts	143344
AuditEventTypes	0
AuditJournals	0
AuditMatters	553597
AuditProfessionals	382
AuditStmnLedger	0
AuditTransactions	0
BankRec	0
BankRecAccount	0
BudgetDates	0



Budgets	0
BudgetsReport	View
BudgetsReport1	View
BudgetsView	View
ButtonsURL	93
Case1	View
cases	View
Category	0
CategoryLimits	0
CheckBatch	0
Checkbook	
Checkbook2	
CheckbookUser	0
Collections	0
CollectionsDetail	0
CollectionsSetup	0
CollectionsSummary	
COMPANY	14749
Compensation	0
CompensationCalcs	0
CompensationDetail	0
Components	2
ContactCategories	0
CONTACTS	47795
CostRec	1
CostRecDates	1
CostRecDetail	1
CTOC	
CurrentProfessionals	9
dc_charges	485
dc_Conts1	1924
dc_disp	3297
dc_htime2	124
dc_ImportFail	0
dc_ldisp	49
dc_Matts2	3076
dc_nois	3076



dc_nois1	8480
dc_pen	446
dc_plook	10
dc_Tracking	24
dc-fixnois1	5257
DMS	4
DMSAreaOfLaw	0
DMSDatabases	1
DMSLaunchParams	0
DMSProfessionals	0
DMSProfileFields	0
DMSProfiles	0
DMSSelected	0
DocketAlerts	0
DocketAlertSubscriptions	0
DocsProfile	0
DocumentAgentQueue	0
DocumentRecipients	59
DocumentSearchQueue	0
DocumentSearchResults	0
dtproperties	0
EventCheckOut	0
EventClass	5
EventClassLimits	0
EventDocuments	0
EventDocumentsBlob	0
EventMatters	293888
EventProfs	282059
EventRemind	273882
Events	272793
EventsContacts	59
EventsRecur	0
EventTracking	6702
EventTypeLimits	15
EventTypeProfs	9
EventTypeRemind	2
EventTypeRuleProfs	0



EventTypeRules	1
EventTypes	241
EventTypesParent	241
EventUser	99
ExchangeAddressTypes	3
ExchangeContacts	0
ExchangeEvents	0
ExchangeEventsStatus	0
ExchangePhoneTypes	19
ExchangePublicLog	0
ExchangeQueue	16131
ExchangeServerFolders	0
FileLocationHistory	2
Files	2
FilesInOut	0
FileStatusHistory	2
FirmTier	0
FirmTierPct	0
Holidays	60
iManageDatabases	0
iManageProfile	0
Increments	5
IndexDirectories	25
IndexTypes	8
JournalAccounts	0
JournalAccountsAccrual	0
JournalAccountsCash	0
Journals	0
JournalsAccrual	0
JournalsCash	0
JournalsOld	0
JournalsRecur	0
JournalsView	0
JournalUser	0
LegalexAssignedTypes	0
LOOKUP	2706
LSPAreaOfLaw	0



LSPFields	364
LSPLegalEx	174
LSPProfile	13
MatterAccounts	0
MatterBilledInquiry	0
MatterCategories	0
MatterComponents	0
MatterConflictHits	0
MatterConflicts	0
MatterConflictVotes	0
MatterEventTypeRules	2
MatterFeesExtAmt	0
MatterInquiry	0
MatterMiscInquiry	0
MatterRates	0
Matters	65913
Matters1	0
Matters2	0
MattersClosingRequest	0
MatterSetup	3087
MattersProfessionalsWestlaw	0
MattersQCASDIGEST	14
MattersQCHARGES	4
MattersQCHARGES1	2
MattersQFAIRHEARINGS	2319
MattersQNOIS	15141
MattersQNOIS1	28282
MattersQNOIS2	6674
MattersQNOVS	39437
MattersQOE	2
MattersQRH1	202
MattersQTAX	90
MattersQTAXI	92
MattersQUI	7614
MatterTransactionsSplit	0
MatterTypeLimits	0
MatterTypes	1



MTOM	View
NotesCustomFields	0
NotesLaunchParams	2
OLDBUTGOODMattersQNOVS	3787
OLDBUTGOODv7COLUMNS	46
OLDBUTGOODV7TABLES	1
OLDBUTGOODV7TabLimits	3
OLDBUTGOODV7tabs	1
PDFMap	12
PHONE	6919
PmContactClassesToCopy	0
PmEventClassDocsToCopy	0
PortableMatters	0
Professionals	164
ProfessionalsTransProfs	1
ProLawINI	104
QueryLookup	82
RateDates	0
RateProfessionals	0
RateProfType	0
Rates	0
RatesEffectiveDate	0
Recent	2123
RELATE	254460
ReportLayout	406
ReportLayoutBlob	0
ReportLimits	10
ReportQueue	1
ReportQueueShortcuts	1
Reports	570
ReportShortcuts	1
ReportUser	858
rtf	92
RTFBlob	
SCFgroups	22
SCFreport	0
SecurityClass	4



SecurityClassChecking	0
SecurityClassCollections	4
SecurityClassContacts	4
SecurityClassEvents	4
SecurityClassExpense	0
SecurityClassFiles	4
SecurityClassJournals	4
SecurityClassLedger	4
SecurityClassMatters	4
SecurityClassReports	4
SecurityClassStatements	4
SecurityClassTransactions	4
SecurityClassWestlaw	4
SecurityGroup	2
SecurityGroupAsgnTypeDetail	0
SecurityGroupDetail	2
Settlement	0
SettlementHistory	0
SettlementHistoryContacts	0
SettlementHistoryJournals	0
SettlementHistoryProfs	0
StmnAssignedProfs	0
StmnDetail	0
StmnFormatComponents	0
StmnFormatFees	0
StmnFormats	3
StmnFormatTrust	0
StmnLedger	0
StmnLedgerFiles	0
StmnLedgerImages	0
StmnLedgerImagesBlob	0
StmnList	0
StmnPercentages	0
StmnProfessionals	0
StmnUser	0
sysconstraints	0
syssegments	0



TaskCodes	279
TaskComponents	0
Tasks	2
tempLOOKUP	156
TimeZones	74
Transactions	0
TransactionsPeriod	0
TransactionUser	1
TransImages	0
Transpose	9
TransposeProfs	0
v7Columns	2513
v7System	1
v7Tables	94
v7TabLimits	50
v7Tabs	106
WestlawDB	0
WestlawURL	14
WetlawFieldsMapping	0
wh_matter_data	0
wh_matter_state	11
wh_pplesstab1	1
wh_proforma_data	0
wh_state_group	3
wh_xml_history	0
wh_xml_lock	0
wh_xml_workflow	0
WorkflowEvents	46
WorkflowLog	0
WorkflowParameters	0
WorkflowQueue	0
WorkflowSubscriptions	0
WorkflowTasks	0
Worksheet	0
WorksheetProfs	0
WorldoxProfile	0
XpedioProfile	0





Schema of Tables with Records¹

Table: dbo_Accounts

Page: 5

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Accounts	Text	16
AccountNo	Text	25
AccountDesc	Text	40
Account <u>Type</u>	Text	1
OtherAccounts	Text	16
NextCheckNo	Long Integer	4
CheckFormat	Text	16
BankAccountNo	Text	25
BankRoutingNo	Text	25
CheckPrinter	Text	100
CheckBin	Text	100
CheckCopyPrinter	Text	100
CheckCopyBin	Text	100
IsCheckCopy	Text	1
APAccounts	Text	16
HCIncomeAccounts	Text	16
IsTrust	Text	1
IsChecking	Text	1
IsCostsAdvanced	Text	1
AccountGroup	Text	40
AccountSortOrder	Text	6
IsWriteOff	Text	1
IsInactive	Text	1

¹ Full schema available on request



AccountGroup2	Text	40
AccountGroup3	Text	40
AccountGroup4	Text	40
SCFcategory	Text	1
IsSCFcashEquiv	Text	1
SCFGroupDesc1	Text	100
SCFGroupDesc2	Text	100
FirstSegment	Text	25
FirstSegmentDesc	Text	40
SecondSegment	Text	25
SecondSegmentDesc	Text	40
ThirdSegment	Text	25
ThirdSegmentDesc	Text	40

Table: dbo_AccountsBudgets

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
AccountsBudgets	Text	16
Accounts	Text	16
Budget1	Decimal	16
Budget2	Decimal	16
Budget3	Decimal	16
Budget4	Decimal	16
Budget5	Decimal	16
Budget6	Decimal	16
Budget7	Decimal	16
Budget8	Decimal	16
Budget9	Decimal	16
Budget10	Decimal	16



Budget11	Decimal	16
Budget12	Decimal	16
BudgetTotal	Decimal	16
EffectiveDate	Date/Time	8

Table: dbo_ADDRESS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ADDRESS	Text	16
CITY	Text	30
STATE	Text	30
ZIP	Text	30
COUNTRY	Text	30
Contacts	Text	16
AddressType	Text	40
AddrLinesSize	Long Integer	4
addrlines	Memo	-
IsMailing	Text	1

Table: dbo_AgentSchedule

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
AgentSchedule	Text	16
Task	Text	25
StartDate	Date/Time	8
Units	Long Integer	4
UnitType	Text	20
IsOnHold	Text	1
LastRun	Date/Time	8



Definition	Text	16
<u>FileName</u>	Text	254
ReportQueue	Text	16

Table: dbo_AreaOfLaw

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
AreaOfLaw	Text	16
AOLDesc	Text	40
FeeAccounts	Text	16
FeeAccountsCr	Text	16

Table: dbo_ButtonsURL

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ButtonsURL	Text	16
Category	Text	40
<u>URLName</u>	Text	40
URL	Memo	-

Table: dbo_COMPANY

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
COMPANY	Text	16
<u>COMPNAME</u>	Text	70
CompSort	Text	70
IsNew	Text	1

Table: dbo_Components



Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Components	Text	16
CompID	Text	10
CompDesc	Text	250
CompType	Text	1
DefaultPrice	Decimal	16
Accounts	Text	16
TriggerComponents	Text	16
IsFlatFee	Text	1
IsTaxable	Text	1
IsTaxable2	Text	1

Table: dbo_CONTACTS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
CONTACTS	Text	16
PREFIX	Text	30
FIRSTNAME	Text	30
MIDDLENAME	Text	30
LASTNAME	Text	30
SUFFIX	Text	30
TITLE	Text	70
CONTACTCLASS	Text	40
COMPANY	Text	16
FullName	Text	70
CompName	Text	70
PhoneNo	Text	50
Extension	Text	20



PhoneType	Text	40
CompSort	Text	70
Entered	Date/Time	8
DefaultAccounts	Text	16
NetDays	Long Integer	4
AddingProfessionals	Text	16
AddingDateTime	Date/Time	8
TaxID	Text	11
DefaultComponents	Text	16
Salutation	Text	70
SecurityGroupView	Text	16
SecurityGroupChange	Text	16
SecurityGroupDelete	Text	16
Notes	Memo	-
NotesSize	Long Integer	4
AddrLines	Memo	-
AddrLinesSize	Long Integer	4
IsReverseView	Text	1
IsOneInvoice	Text	1
SecurityGroupPortalView	Text	16
PhoneNoOnly	Text	50
Is1099	Text	1
Status	Text	40
StatusDate	Date/Time	8
WFStatus	Long Integer	4
RoutingCode	Text	40
IsNew	Text	1

Table: dbo_CostRec

Columns



<u>Name</u>	<u>Type</u>	<u>Size</u>
CostRec	Text	16
Definition	Text	16
<u>Type</u>	Text	1
Delimiter	Text	1
Quotes	Text	1
Description	Text	70
DefaultDir	Text	70
DefaultFile	Text	30
LogFile	Text	30
SupOverwrite	Text	1
Batch	Text	20
Source	Text	16
RecordLength	Long Integer	4
Pos1	Long Integer	4
Len1	Long Integer	4
Pos2	Long Integer	4
Len2	Long Integer	4
Pos3	Long Integer	4
Len3	Long Integer	4
Pos4	Long Integer	4
Len4	Long Integer	4
Pos5	Long Integer	4
Len5	Long Integer	4
Pos6	Long Integer	4
Len6	Long Integer	4
Pos7	Long Integer	4
Len7	Long Integer	4
Pos8	Long Integer	4
Len8	Long Integer	4



Idx1	Long Integer	4
Idx2	Long Integer	4
Idx3	Long Integer	4
Idx4	Long Integer	4
Idx5	Long Integer	4
Idx6	Long Integer	4
Idx7	Long Integer	4
Idx8	Long Integer	4
Pos9	Long Integer	4
Len9	Long Integer	4
Idx9	Long Integer	4
Verbose	Text	1
Summary	Text	1
RejectFile	Text	30
RejectSupOverwrite	Text	1
DeleteSource	Text	1
ReNameSource	Text	1

Table: dbo_CostRecDates

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
CostRecDates	Text	16
CostRec	Text	16
CostRecDate	Date/Time	8
IsImported	Text	1



Table: dbo_CostRecDetail

<u>Columns</u>			
<u>Name</u>	<u>Type</u>	<u>Size</u>	
CostRecDetail	Text	16	
CostRec	Text	16	
InitialsDef	Text	4	
Professionals	Text	16	
MatterIDDef	Text	25	
Matters	Text	16	
ComponentDef	Text	10	
Components	Text	16	
NarrativeCompPrefix	Text	1	
NarrativePrefix	Text	70	
NarrativeSuffix	Text	70	
PriceInCents	Text	1	
ExtAmtInCents	Text	1	
UseBlankTaskCode	Text	1	
DateSeparator	Text	1	
DateOrder	Text	3	
AllowClosed	Text	1	
AllowInactive	Text	1	
ProfIdent	Text	20	
ProfIdDef	Text	15	
CostRecIdDef	Text	20	

Table: dbo_CurrentProfessionals

<u>Columns</u>			
<u>Name</u>	<u>Type</u>	<u>Size</u>	
CurrentProfessionals	Text	16	



HostId	Text	20
Professionals	Text	16



Table: dbo_dc_charges

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
CHARGES	Text	40
ATOM	Text	16
TYPE	Text	40
DESC	Text	40

Table: dbo_dc_Conts1

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
DC_ATOM	Double	8
ATOM	Text	16
CUSTNO	Text	16
CCDESC	Text	70
COMPANY	Text	70
<u>FULLNAME</u>	Text	70
TITLE	Text	70
ADDR1	Memo	-
ATYPE1	Text	40
GREETING	Text	70
PHONE1	Text	50
PEXT1	Text	20
PTYPE1	Text	40
CAT1	Text	40
MEMO	Memo	-
ONEINVOICE	Yes/No	1
IS1099	Text	1
CMPID	Text	10



ACCTNO	Text	25
NETDAYS	Double	8
TAXID	Text	11



Table: dbo_dc_disp

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MATTERNO	Text	25
ATOM	Text	16
MATOM	Text	16
DISP	Text	20
DATOM	Text	16

Table: dbo_dc_hptime2

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MATTERNO	Text	25
ATOM	Text	16
HTIME2	Text	23

Table: dbo_dc_ldisp

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
DISP	Text	20
ATOM	Text	16
TYPE	Text	40

Table: dbo_dc_Matts2

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
DC_ATOM	Double	8



ATOM	Text	16
MATTERNO	Text	25
CLIENTSORT	Text	70
DESC	Memo	-
AOL	Text	40
TYPE	Text	40
OPENDATE	Date/Time	8
STATUSDATE	Date/Time	8
STATUS	Text	40
NOTES	Memo	-
STATEMENT	Text	40
PREBILL	Text	40
TASKS	Text	40
RATELEVEL	Text	40
BILLFREQ	Text	25
WDFEES	Yes/No	1
WDHC	Yes/No	1
WDSC	Yes/No	1
HFEES	Yes/No	1
HSCOST	Yes/No	1
HHCOST	Yes/No	1
CUSTNO1	Text	16
CTYPE1	Text	40
CBM1	Text	3
CUSTNO2	Text	16
CTYPE2	Text	40
CBM2	Text	3
CUSTNO3	Text	16
CTYPE3	Text	40
CBM3	Text	3



PROF1	Text	70
PTYPE1	Text	40
PPER1	Double	8
CAT1	Text	40

Table: dbo_dc_nois

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MATTERNO	Text	25
ATOM	Text	16
HCFA	Text	1
CUSTNO3	Text	16
SERVICE	Text	16
MATOM	Text	16
SDATE	Date/Time	8



Table: dbo_dc_nois1

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MATTERNO	Text	25
ATOM	Text	16
PLEA	Text	40
DCMR	Text	40
DOCHAR1	Date/Time	8
NATOM	Text	16

Table: dbo_dc_pen

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MATTERNO	Text	25
ATOM	Text	16
PEN	Text	20
PATOM	Text	16

Table: dbo_dc_plook

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
PLEA	Text	40
ATOM	Text	16
TYPE	Text	40
NEWFLD	Text	10

Table: dbo_dc_Tracking



Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
TrackTime	Date/Time	8
TrackDesc	Memo	-



Table: dbo_dc-fixnois1

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
NATOM	Text	16
ATOM	Text	16

Table: dbo_DMS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
DMS	Text	16
DMSID	Text	24
<u>DMSName</u>	Text	70
IsUpdateMatters	Text	1
IsDeleteDocs	Text	1
GoBackDays	Long Integer	4
LogPath	Text	128
Adapter	Text	40
ProgID	Text	50
ClientMatterFormat	Text	25

Table: dbo_DMSDatabases

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
DMSDatabases	Text	16
DMS	Text	16
DatabaseID	Text	50
<u>DatabaseName</u>	Text	70
IsDefault	Text	1



IsImport	Text	1
----------	------	---

Table: dbo_DocumentRecipients

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
DocumentRecipients	Text	16
IsAddressee	Text	1
IsCC	Text	1
IsBC	Text	1

Table: dbo_EventClass

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventClass	Text	16
EventClassDesc	Text	40

Table: dbo_EventMatters

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventMatters	Text	16
Events	Text	16
Matters	Text	16

Table: dbo_EventProfs

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventProfs	Text	16
ProfSet	Text	16



Professionals	Text	16
ExSendOption	Text	20

Table: dbo_EventRemind

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventRemind	Text	16
Events	Text	16
RemindDate	Date/Time	8
RemindType	Text	1
Units	Long Integer	4
UnitType	Text	20
BeforeAfter	Text	6
GWMsgID	Text	255
IsEmail	Text	1
SearchDate	Date/Time	8

Table: dbo_Events

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Events	Text	16
EventKind	Text	1
ShortNote	Text	70
EventsParent	Text	16
IsChildren	Text	1
Tasks	Text	40
Place	Text	40
EventTypes	Text	16



EventDate	Date/Time	8
RTF	Text	16
DoneDate	Date/Time	8
ProfSet	Text	16
IsParentProf	Text	1
IsParentDate	Text	1
EndDate	Date/Time	8
<u>GWType</u>	Text	11
IsGWDirty	Text	1
AddingProfessionals	Text	16
AddingDateTime	Date/Time	8
SearchDoneDate	Date/Time	8
IsPublish	Text	1
DocDir	Text	254
SecurityGroupView	Text	16
SecurityGroupChange	Text	16
SecurityGroupDelete	Text	16
EventClass	Text	40
Notes	Memo	-
<u>NotesSize</u>	Long Integer	4
EventsNo	Long Integer	4
CheckOutProfessionals	Text	16
CheckOutDate	Date/Time	8
IsReverseView	Text	1
Location	Memo	-
locationsize	Long Integer	4
<u>PleadingIndexType</u>	Text	40
PleadingIndexNo	Text	15
PleadingIndexNoSort	Text	15
LinkEvents	Text	16



PleadingStatus	Text	40
PleadingStatusDate	Date/Time	8
EventsAlt	Text	16
Journals	Text	16
Version	Long Integer	4
SecurityGroupPortalView	Text	16
AuditNotes	Memo	-
AuditNotes <u>Size</u>	Long Integer	4
TimeZones	Text	16
TimeZoneDesc	Text	24
StartDate	Date/Time	8
UseMatterPortalSecurity	Text	1
IsNew	Text	1
ESortOrder	Text	6
OrigEvent <u>Types</u>	Text	16
DMSID	Text	25
DMSDatabase	Text	70
DMSDocNo	Long Integer	4
PleadingFr	Memo	-
PleadingFr <u>Size</u>	Long Integer	4
PleadingTo	Memo	-
PleadingTo <u>Size</u>	Long Integer	4
DockComment	Memo	-
DockComment <u>Size</u>	Long Integer	4
IsRecurring	Text	1
SourceEventUID	Text	16

Table: dbo_EventsContacts

Columns



<u>Name</u>	<u>Type</u>	<u>Size</u>
EventsContacts	Text	16
Events	Text	16
Contacts	Text	16



Table: dbo_EventTracking

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventTracking	Text	16
Events	Text	16
Professionals	Text	16
TrackingType	Text	20
TrackingDate	Date/Time	8

Table: dbo_EventTypeLimits

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventTypeLimits	Text	16
EventTypes	Text	16
Limit	Text	40

Table: dbo_EventTypeProfs

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventTypeProfs	Text	16
AssignedType	Text	40
EventTypes	Text	16
ExSendOption	Text	20

Table: dbo_EventTypeRemind

Columns



<u>Name</u>	<u>Type</u>	<u>Size</u>
RemindType	Text	1
Units	Long Integer	4
UnitType	Text	20
BeforeAfter	Text	6
EventTypeRemind	Text	16
EventTypes	Text	16
IsEmail	Text	1

Table: dbo_EventTypeRules

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
EventTypeRules	Text	16
RulesSet	Text	10
RulesSetDesc	Text	80
IsCompuLaw	Text	1
IsLegalex	Text	1
EnableKey	Text	10
ExNotifyOption	Text	40
ExColor	Long Integer	4
LastUpdateDate	Date/Time	8
LastUpdateFileDate	Date/Time	8

Table: dbo_EventTypes

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
EventTypes	Text	16
EventDesc	Text	50



EventKind	Text	1
IsClientCorr	Text	1
IsOnePerAddressee	Text	1
FormRTF	Text	16
EventTypesParent	Text	16
EventTypesRef	Text	16
Units	Long Integer	4
UnitType	Text	20
BeforeAfter	Text	6
IsParentProf	Text	1
IsParentDate	Text	1
IsConfirm	Text	1
IsUserProf	Text	1
GWType	Text	11
EventTypesWhenDone	Text	16
Macro	Text	100
IsReplicate	Text	1
DefaultIsPublish	Text	1
IsCompuLaw	Text	1
EventTypeRules	Text	16
KeyCode	Text	10
Authority	Text	200
FormulaID	Long Integer	4
IsDontCreate	Text	1
IsHotDocs	Text	1
IsAskTemplate	Text	1
Template	Text	254
Map	Text	254
AskWhich	Text	14
EventClass	Text	40



SecurityGroupView	Text	16
SecurityGroupChange	Text	16
SecurityGroupDelete	Text	16
IsLegalex	Text	1
OriginalNotes	Memo	-
OriginalNotes <u>Size</u>	Long Integer	4
UnitWeekend	Text	8
UnitHoliday	Text	8
Event <u>Types</u> Alt	Text	16
BeforeAfterAlt	Text	6
UnitHolidayAlt	Text	8
UnitsAlt	Long Integer	4
Unit <u>Type</u> Alt	Text	20
UnitWeekendAlt	Text	8
EarlierLaterAlt	Text	7
BeforeAfterPlus	Text	6
UnitsPlus	Long Integer	4
Unit <u>Type</u> Plus	Text	20
IsReverseView	Text	1
DefaultNotes	Memo	-
DefaultNotes <u>Size</u>	Long Integer	4
ParentStart	Text	5
ParentEnd	Text	5
PleadingIndex <u>Type</u>	Text	40
ExchangeServerFolders	Text	16
isFolder	Text	1
SecurityGroupPortalView	Text	16
IsXpedio	Text	1
ExNotifyOption	Text	40
ExColor	Long Integer	4



IsPDF	Text	1
IsMatterEvent	Text	1
IsContactEvent	Text	1
ETSortOrder	Text	6
IsNoDate	Text	1
DMS	Text	16
DMSTypeID	Text	50
DMSTypeName	Text	70
DMSAppID	Text	50
DMSAppName	Text	70
IsAskAnswer	Text	1
AnswerFile	Text	254

Table: dbo_EventTypesParent

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventTypesParent	Text	16
EventTypes	Text	16
NextLevel	Text	16
TopLevel	Text	16

Table: dbo_EventUser

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
EventUser	Text	16
Professionals	Text	16
WorklistProfessionals	Text	16
FindProfessionals	Text	16



FindEvent <u>Types</u>	Text	16
EventClass	Text	40
TimeFrame	Text	20
Office	Text	40
EventNotes	Text	100
DocNo	Text	16
DocBeginDate	Date/Time	8
DocEndDate	Date/Time	8
DocInitials	Text	16
DocMatterID	Text	25
DocClientSort	Text	70
DocEventNotes	Text	100
DocEvent <u>Type</u>	Text	16
DocEventClass	Text	40
DocOffice	Text	40
DocCreatedBy	Text	16
DocProfessionals	Text	16
DocMatters	Text	16
DocCreatedByProf	Text	16
Matters	Text	16
MatterID	Text	25
ClientSort	Text	70
Event <u>Types</u>	Text	16
EventDesc	Text	50
Contacts	Text	16

Table: dbo_ExchangeAddressTypes

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
-------------	-------------	-------------



ExchangeAddress <u>Types</u>	Text	16
OLAddress <u>Type</u>	Text	40
PLAddress <u>Type</u>	Text	40

Table: dbo_ExchangePhoneTypes

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ExchangePhone <u>Types</u>	Text	16
OLPhone <u>Type</u>	Text	40
PLPhone <u>Type</u> 1	Text	40
PLPhone <u>Type</u> 2	Text	40

Table: dbo_ExchangeQueue

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ExchangeQueue	Text	16
Events	Text	16
Subject	Text	255
Professionals	Text	16
EventRemind	Text	16
DelayUntil	Date/Time	8
Contacts	Text	16
Posted	Date/Time	8
Tries	Long Integer	4
ExchangeServer	Text	255

Table: dbo_FileLocationHistory

Columns



<u>Name</u>	<u>Type</u>	<u>Size</u>
FileLocationHistory	Text	16
Files	Text	16
Location	Text	40
LocDateTime	Date/Time	8
LocProfessionals	Text	16
UserLocation	Text	70

Table: dbo_Files

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Files	Text	16
Matters	Text	16
FileID	Text	35
<u>FileName</u>	Text	70
ShortFileDesc	Text	70
FileClass	Text	40
<u>FileType</u>	Text	40
FileOpenedDate	Date/Time	8
OpenProfessionals	Text	16
ReworkedDate	Date/Time	8
RewProfessionals	Text	16
ReviewDate	Date/Time	8
RevProfessionals	Text	16
Location	Text	40
LocDateTime	Date/Time	8
LocProfessionals	Text	16
UserLocation	Text	70
FileStatus	Text	40



StatDate	Date/Time	8
StatProfessionals	Text	16
StatReason	Text	40
StorageNo	Text	40
Miscellany	Text	40
AddingProfessionals	Text	16
AddingDateTime	Date/Time	8
FileStatusHistory	Text	16
FileLocationHistory	Text	16
FileDesc	Memo	-
FileDescSize	Long Integer	4
FileNotes	Memo	-
FileNotesSize	Long Integer	4
Contents	Memo	-
ContentsSize	Long Integer	4

Table: dbo_FileStatusHistory

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
FileStatusHistory	Text	16
Files	Text	16
FileStatus	Text	40
StatDate	Date/Time	8
StatProfessionals	Text	16
StatReason	Text	40

Table: dbo_Holidays

Columns



<u>Name</u>	<u>Type</u>	<u>Size</u>
Holidays	Text	16
HoliDate	Date/Time	8
HoliDesc	Text	40
Event <u>Type</u> Rules	Text	16



Table: dbo_Increments

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Increments	Text	16
v7Tables	Text	16
Increment	Long Integer	4
PrefixIncrement	Long Integer	4
Professionals	Text	16
Site	Text	100

Table: dbo_IndexDirectories

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
IndexDirectories	Text	16
DirName	Text	254

Table: dbo_IndexTypes

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
IndexTypes	Text	16
TypeDesc	Text	20

Table: dbo_LOOKUP

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
LOOKUP	Text	16



LOOKTYPE	Text	25
LOOKDESC	Text	40
SortOrder	Text	6
Required	Text	1
IsExclude	Text	1
IsOwner	Text	1

Table: dbo_LSPFields

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
LSPFields	Text	16
LSPProfile	Text	16
FieldCode	Text	30
Description	Text	80
Expression	Memo	-
Expression <u>Size</u>	Long Integer	4

Table: dbo_LSPLegalEx

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
LSPLegalEx	Text	16
LegalexDescription	Text	80
Profile <u>Name</u>	Text	40
County	Text	20

Table: dbo_LSPProfile



Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
LSPProfile	Text	16
Profile <u>Name</u>	Text	40

Table: dbo_MatterEventTypeRules

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Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MatterEvent <u>TypeRules</u>	Text	16
Matters	Text	16
Event <u>TypeRules</u>	Text	16



Table: dbo_Matters

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Matters	Text	16
MatterID	Text	25
ShortDesc	Text	70
AreaOfLaw	Text	40
MatterType	Text	40
OpenedDate	Date/Time	8
ClientSort	Text	70
MatterIDSort	Text	50
ClientPronoun	Text	1
OpposingPronoun	Text	1
Status	Text	40
StatusDate	Date/Time	8
Entered	Date/Time	8
Rates	Text	16
Tasks	Text	16
StmnFormats	Text	16
PreBillStmnFormats	Text	16
BillFreq	Text	25
AddingProfessionals	Text	16
AddingDateTime	Date/Time	8
FirmPercentage	Decimal	16
BudgetFees	Decimal	16
BudgetHours	Decimal	16
BudgetHardCosts	Decimal	16
BudgetSoftCosts	Decimal	16
WDFees	Text	1
WDHardCosts	Text	1



WDSftCosts	Text	1
PeriodicRetainer	Decimal	16
StmnRTF	Text	16
EventTypeRules	Text	16
EventTypeRules2	Text	16
SecurityGroupView	Text	16
SecurityGroupChange	Text	16
SecurityGroupDelete	Text	16
Description	Memo	-
DescriptionSize	Long Integer	4
Notes	Memo	-
NotesSize	Long Integer	4
IsReverseView	Text	1
BillingGroup	Long Integer	4
ClientID	Text	15
ClientIDSort	Text	15
SecurityGroupPortalView	Text	16
QCROSSREFERENCE	Text	70
QDEPOSITINDEX	Text	40
QDEPOSITREFEREN	Text	20
QDEPSOSITDATE	Date/Time	8
QPAYMENTAMOUNT	Decimal	16
QPAYMENTDATE	Date/Time	8
QPAYMENTREFEREN	Text	20
SettlementStmnFormats	Text	16
SettleTrustAccounts	Text	16
SettleCashAccounts	Text	16
WFStatus	Long Integer	4
IsApplySecurity	Text	1
BillFreqCosts	Text	25



QPAYMENT2	Decimal	16
QPAYMENT2DATE	Date/Time	8
QPAYMENT3	Decimal	16
QPAYMENT3DATE	Date/Time	8
QPAYMENT4	Decimal	16
QPAYMENT4DATE	Date/Time	8
QPAYMENT2REFERE	Text	20
QPAYMENT3REFERE	Text	20
QPAYMENT4REFERE	Text	20
MatterNum	Text	25
SubMatterNum	Text	10
ClosingWFStatus	Long Integer	4
QINTERPRETERREQ	Text	40



Table: dbo_MatterSetup

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MatterSetup	Text	16
Matters	Text	16
Compensation	Text	16
HoldFees	Text	1
HoldHardCosts	Text	1
HoldSoftCosts	Text	1
BudgetProfile	Long Integer	4
BudgetDuration	Long Integer	4
DiscountDesc	Text	40
PortableAll	Text	1
IsCollections	Text	1
ConflictsSearch	Memo	-
ConflictsSearch <u>Size</u>	Long Integer	4
BudgetNotes	Memo	-
BudgetNotes <u>Size</u>	Long Integer	4
AbbreviationsList	Text	16
RateAdjust	Decimal	16
NeedInvoiceCopy	Text	1
UseTierPct	Text	1
FirmTier	Text	16
IsSettleMaster	Text	1
ClientPercentage	Decimal	16
ClientAmount	Decimal	16
IsFiscalYear	Text	1
IsMinTimeEntry	Text	1
MinMinutes	Decimal	16





Table: dbo_MattersQCASSEDIGEST

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQCASSEDIGEST	Text	16
Matters	Text	16
QSUBSTANTIVELAW	Text	40
QPRODECUREANDEV	Text	40
QFINESPENALTIES	Text	40
QOTHER	Text	40
QCHARGE	Text	40

Table: dbo_MattersQCHARGES

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQCHARGES	Text	16
Matters	Text	16
QCHARGINGINSPEC	Text	16
QDATEOFSERVICEO	Date/Time	8

Table: dbo_MattersQCHARGES1

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQCHARGES1	Text	16
MattersQCHARGES	Text	16
AddingDateTime	Date/Time	8
QCHARGEDISPOSIT	Text	40
QCHARGES	Text	40



QDATETIMEOFVIOL	Date/Time	8
QPLEA	Text	40
CascadeOrder	Long Integer	4



Table: dbo_MattersQFAIRHEARINGS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQFAIRHEARINGS	Text	16
Matters	Text	16
QADMINISTRATIVE	Text	1
QADMINISTRATIVE2	Text	40
QDATEOFADMINIST	Date/Time	8
QLEGACYCASE	Text	1
QOFHHEARINGHELD	Text	1
QSECTION6HCASE	Text	1
QCHILDCAREOECD	Text	1
QEMERGENCYSHELT	Text	1
QENERGYASSISTAN	Text	1
QFOODSTAMPSFS	Text	1
QFUNERALASSSIST	Text	1
QGENERALASSISTA	Text	1
QINTERIMDISABIL	Text	1
QMEDICAIDMEDICA	Text	1
QOTHERBENEFITAS	Text	1
QREHABILITATION	Text	1
QTEMPASSISTFORN	Text	1
QGENERALPUBLICA	Text	1
QOAHHEARING	Date/Time	8
QDHSCASE	Text	20

Table: dbo_MattersQNOIS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
-------------	-------------	-------------



MattersQNOIS	Text	16
Matters	Text	16
QBUSINESSLICENS	Text	50
QBUSINESSLICENS2	Text	40
QDATEOFSERVICE	Date/Time	8
QINSPECTOR	Text	16
QMEDICAID	Text	1
QNOILOCATION	Text	100
QTYPEOFLOCATION	Text	40
QPRESCHEDULEDHE	Date/Time	8
QEXHIBITSSUBMIT	Text	1
QAGENCYREFERENC	Text	20
QFINALDISPOSITI	Text	40
QFINALINFRACTIO	Decimal	16
QFINALPENALTYAM	Decimal	16
QINFRACTION	Text	40
QINFRACTIONAMOU	Decimal	16
QINFRACTIONDATE	Date/Time	8
QINFRACTIONPLEA	Text	40
QPENALTYAMOUNT	Decimal	16
QPENALTYDISPOSI	Text	40
QPENALTYPLEAS	Text	40
QRECIDIVIST	Text	1

Table: dbo_MattersQNOIS1

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQNOIS1	Text	16
MattersQNOIS	Text	16
AddingDateTime	Date/Time	8



QFINALDISPOSITI	Text	40
QFINALINFRACTIO	Decimal	16
QINFRACTION	Text	40
QINFRACTIONAMOU	Decimal	16
QINFRACTIONDATE	Date/Time	8
QINFRACTIONPLEA	Text	40
QRECIDIVIST	Text	1
CascadeOrder	Long Integer	4

Table: dbo_MattersQNOIS2

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQNOIS2	Text	16
MattersQNOIS	Text	16
AddingDateTime	Date/Time	8
QFINALPENALTYAM	Decimal	16
QPENALTYAMOUNT	Decimal	16
QPENALTYDISPOSI	Text	40
QPENALTYPLEAS	Text	40
CascadeOrder	Long Integer	4

Table: dbo_MattersQNOVS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQNOVS	Text	16
Matters	Text	16
QABATEMENTREQUI	Text	1
QAGENCYINSPECTO	Text	16
QAREA	Text	40
QDATETIMEOFPRES	Date/Time	8



QDATETIMEOFVIOL	Date/Time	8
QEXHIBITSATTACH	Text	1
QFINALFINEAMOUN	Decimal	16
QFINALPENALTY	Decimal	16
QFINEAMOUNT	Decimal	16
QMETHODOFSERVIC	Text	40
QPENALTY	Decimal	16
QPENALTYDISPOSI	Text	40
QPENALTYPLEA	Text	40
QQUADRANT	Text	40
QREPEATVIOLATIO	Text	1
QSERVEDON	Text	40
QSERVICEDATE	Date/Time	8
QTYPEOFRESPONDE	Text	40
QVIOLATION	Text	40
QVIOLATIONDISPO	Text	40
QVIOLATIONLOCAT	Text	100
QVIOLATIONPLEA	Text	40
QVIOLATIONTYPE	Text	40
QWARD	Text	40
Q2NDREPEATVIOLA	Text	1
Q3RDREPEATVIOLA	Text	1
QVIOLATIONCODE	Text	40
Q14DAYS	Text	1
Q4THVIOLATION	Text	1
Q72HOURS	Text	1
QABATEMENTASSES	Decimal	16
QDATEOFSERVICEO	Date/Time	8
QDATETIMEOFABAT	Date/Time	8
QDATETIMEOFFREIN	Date/Time	8



QFINALABATEMENT	Decimal	16
QPREVIOUSNOV	Text	20
QABATEDBYGOVERN	Text	1
QABATEDBYRESPON	Text	1
QGREENCARDATTAC	Text	1
Q5THVIOLATION	Text	1
Q6THVIOLATION	Text	1
Q1STVIOLATION	Text	1
Q2NDVIOLATION	Text	1
Q3RDVIOLATION	Text	1
QCERTIFIEDMAILR	Text	1
QNOTMYPROPERTY	Text	1
QRULE60	Text	1
QPARCEL	Text	50
QSQUARE	Text	50
QLOT	Text	50
QABATEMENTPLEA	Text	40
QABATMENTDISPOS	Text	40

Table: dbo_MattersQOE

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQOE	Text	16
Matters	Text	16
QEOAGENCYINSPEC	Text	40
QEODATEOFSERVIC	Date/Time	8
QEOINFRACTIONCO	Text	40
QEOINFRACTIONDA2	Date/Time	8
QEOINFRACTIONLO	Text	50



QCONVERSIONWITH	Text	1
QEOINFRACTIONAM	Decimal	16
QEOINFRACTIONPL	Text	40
QEONATUREOFINFR	Text	50
QEOPENALTYAMOUN	Decimal	16
QEOPENALTYPLEA	Text	40
QFAILURETOCOMPL	Text	1
QFAILURETOPROVI	Text	1
QJOBBERHADMORET	Text	1
QEOABATEMENT	Text	20
QEOFINALDISPOSI	Text	40
QEOFINALINFRACT	Text	40
QEOFINALPENALTY	Text	40
QEOFINALPENALTY2	Text	40
QEOHAVE	Text	1
QEOHAVENOT	Text	1
QEORESPONDENTNA	Text	50

Table: dbo_MattersQRH1

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQRH1	Text	16
Matters	Text	16
Q180DAYSHAVENOT	Text	1
Q30DAYNOTICENOT	Text	1
QBUILDINGNOTPRO	Text	1
QCOERCIONTOOBTA	Text	1
QHPFAILEDTOFILE	Text	1
QPERMANENTLYELI	Text	1



QRCISIMPROPER	Text	1
QRENTCHARGEEXCE	Text	1
QRENTINCREASED	Text	1
QRENTINCREASEWA	Text	1
QRENTINCREASEWA2	Text	1
QRHDATEFILED	Date/Time	8
QSECURITYDEPOSI	Text	1
QSUBSTANTIALLYR	Text	1
QVOLUNTARYAGREE	Text	1
QINELIGIBLESIGN	Text	1
QNOTICETOVACATE	Text	1
QRETALIATORYACT	Text	1
QVIOLATEDRHEMER	Text	1



Table: dbo_MattersQTAX

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQTAX	Text	16
Matters	Text	16
QEXEMPTORGANIZA	Text	1
QGROSSSALESTAX	Text	1
QGROSSUTILITYTA	Text	1
QINDIVIDUALINCO	Text	1
QPERSONALPROPER	Text	1
QTRUSTANDESTATE	Text	1
QCIGARETTETAX	Text	1
QCORPORATEFRANC	Text	1
QMOTORFUELTAX	Text	1
QTOLLTELECOMMUN	Text	1
QUNINCORPORATED	Text	1
QUSETAX	Text	1
QDATEOFPROPOSED	Date/Time	8
QDATEReturnFILE	Date/Time	8
QDATETAXBECAMED	Date/Time	8
QFINALASSESSMEN	Decimal	16
QPROPOSEDASSESS	Decimal	16
QTAXABLEYEARS	Text	100
QSSNTAXPAYERID2	Text	20

Table: dbo_MattersQTAXI

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQTAXI	Text	16



Matters	Text	16
QTCDATE	Date/Time	8
QTCDATEANDTIMEO	Date/Time	8
QTCDCCODEANDORR2	Text	40
QTCFACEIDCARDNU	Text	50
QTCFAILURETOCOM	Text	1
QTCFAILURETODIS	Text	1
QTCFAILURETOGIV	Text	1
QTCFAILURETONOT	Text	1
QTCFAILURETOPRO	Text	1
QTCFAILURETOREP	Text	1
QTCFINALDISPOSI	Text	40
QTCFINALINFRACT	Decimal	16
QTCFINALPENALTY	Decimal	16
QTCFORPASSENGER	Text	23
QTCIMPROPERHEAT	Text	1
QTCINFRACTIONAM	Decimal	16
QTCINFRACTIONLO	Text	100
QTCINFRACTIONPL	Text	40
QTCINSPECTOR	Text	40
QTCLICENSESUSPE	Text	1
QTCOTHER2	Text	100
QTCPENALTYAMOUN	Decimal	16
QTCPENALTYDISPO	Text	40
QTCPENALTYPLEA	Text	40
QTCREFUSALTOHAU	Text	1
QTCRESPONDENTIS2	Text	40
QTCRESPONDENTSL	Text	50
QTCSMOKING	Text	1
QUNLICENSEDOPER	Text	1



Table: dbo_MattersQUI

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQUI	Text	16
Matters	Text	16
QDATEOFCLAIMSEX	Date/Time	8
QFAILEDTOREPORT	Text	1
QJURISDICTION	Text	1
QMISCONDUCT	Text	1
QMONETARILYELIG	Text	1
QOVERPAYMENT	Text	1
QUNABLETOWORK	Text	1
QVOLUNTARYQUIT	Text	1
QAMOUNTATISSUE	Decimal	16
QCLAIMANTAPPEAR	Text	1
QCLAIMANTAPPEAR2	Text	1
QCLAIMANTSSN	Text	11
QEMPLOYERAPPEAR	Text	1
QEMPLOYERAPPEAR2	Text	1
QFILEDBYMAIL	Text	1
QFILEDINPERSON	Text	1
QUCFEFEDERAL	Text	1
QUCXMILITARY	Text	1
QCLAIMANTNOTUNE	Text	1
QDOESAPPEARANCE	Text	1
QDOESAPPEARANCE2	Text	1
QEMPLOYERACCOUN	Text	20
QFILEDBYFAX	Text	1
QAPPEALFORM	Text	20



QREFUSALOFSUITA	Text	1
QINTERSTATE	Text	1
QNOPARTIESAPPEA	Text	1

Table: dbo_MatterTypes

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MatterTypes	Text	16
MatterTypesDesc	Text	40
Admin	Text	1

Table: dbo_NotesLaunchParams

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
NotesLaunchParams	Text	16
ParamID	Text	255
ParamValue	Text	255

Table: dbo_OLDBUTGOODMattersQNOVS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
MattersQNOVS	Text	16
Matters	Text	16
QABATEMENTREQUI	Text	1
QAGENCYINSPECTO	Text	16
QAREA	Text	40
QDATETIMEOFPRES	Date/Time	8
QDATETIMEOFVIOL	Date/Time	8



QEXHIBITSATTACH	Text	1
QFINALFINEAMOUN	Decimal	16
QFINALPENALTY	Decimal	16
QFINEAMOUNT	Decimal	16
QMETHODOFSERVIC	Text	40
QPENALTY	Decimal	16
QPENALTYDISPOSI	Text	40
QPENALTYPLEA	Text	40
QQUADRANT	Text	40
QREPEATVIOLATIO	Text	1
QSERVEDON	Text	40
QSERVICEDATE	Date/Time	8
QTYPEOFRESPONDE	Text	40
QVIOLATION	Text	40
QVIOLATIONDISPO	Text	40
QVIOLATIONLOCAT	Text	100
QVIOLATIONPLEA	Text	40
QVIOLATIONTYPE	Text	40
QWARD	Text	40
QLOT2	Text	50
QPARCEL2	Text	50
QSQUARE2	Text	20
Q2NDREPEATVIOLA	Text	1
Q3RDREPEATVIOLA	Text	1
QVIOLATIONCODE	Text	40
Q14DAYS	Text	1
Q4THVIOLATION	Text	1
Q72HOURS	Text	1
QABATEMENTASSES	Decimal	16
QABATEMENTDISPO	Text	40



QABATEMENTPLEA	Text	40
QDATEOFSERVICEO	Date/Time	8
QDATETIMEOFABAT	Date/Time	8
QDATETIMEOFRIN	Date/Time	8
QFINALABATEMENT	Decimal	16
QPREVIOUSNOV	Text	20
QABATEDBYGOVERN	Text	1
QABATEDBYRESPON	Text	1
QGREENCARDATTAC	Text	1
Q5THVIOLATION	Text	1
Q6THVIOLATION	Text	1

Table: dbo_OLDBUTGOODv7COLUMNS

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7Columns	Text	16
ColumnName	Text	20
ColumnType	Text	1
ColumnSize	Double	8
v7Tables	Text	16
IsAllowNull	Text	1
IsIndexed	Text	1
ColumnLabel	Text	40
IsUserDefined	Text	1
IsIncSearch	Text	1
NeedsCreate	Text	1
v7Tabs	Text	16
IsShowColumns	Text	1
IsRtf	Text	1
IsReport	Text	1
IsCalculated	Text	1



IsDocument	Text	1
ReportQueryName	Text	40
IsContactLink	Text	1
ReportType	Text	40
Calculation	Memo	-
HasValues	Text	1
IsQBuilder	Text	1
IsGroupBy	Text	1
IsOrderBy	Text	1
IsCheckbox	Text	1
IsConflictsAutoFill	Text	1
IsConflictsSearch	Text	1
IsRequired	Text	1

Table: dbo_OLDBUTGOODV7TABLES

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7Tables	Text	16
TableName	Text	40
IsUserDefined	Text	1
PrefixName	Text	40
TableDesc	Text	40
IsPlaceholder	Text	1
v7TablesParent	Text	16
v7Tabs	Text	16
CascadeFormName	Text	40

Table: dbo_OLDBUTGOODV7TabLimits



Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7TabLimits	Text	16
v7Tabs	Text	16
Limit	Text	40
Form <u>Name</u>	Text	40

Table: dbo_OLDBUTGOODV7tabs

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7Tabs	Text	16
TabDesc	Text	40
Form <u>Name</u>	Text	40
IsUserDefined	Text	1
Query	Text	40
Tab <u>Name</u>	Text	40
Icon	Text	40
Sort	Text	5
IsMatterCopy	Text	1
PortalLink	Text	70
IsEditableWhenPortableMatter	Text	1

Table: dbo_PDFMap

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
PDFMap	Text	16
Event <u>Types</u>	Text	16
Field <u>Name</u>	Text	80



Expression Memo -

Table: dbo_PHONE

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
PHONE	Text	16
PHONENO	Text	50
PHONETYPE	Text	40
Contacts	Text	16
IsMain	Text	1
Extension	Text	20
PhoneNoOnly	Text	50

Table: dbo_Professionals

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Professionals	Text	16
<u>ProfName</u>	Text	70
Prefix	Text	30
<u>FirstName</u>	Text	30
<u>MiddleName</u>	Text	30
<u>LastName</u>	Text	30
Suffix	Text	30
Initials	Text	4
<u>ProfType</u>	Text	40
ProfDept	Text	40
SortOrder	Text	6
UserID	Text	70
IsActive	Text	1



IsBillable	Text	1
BarNumber	Text	30
SecurityClass	Text	16
Accounts	Text	16
EmailID	Text	40
ProfTitle	Text	40
Office	Text	40
DateEmployed	Date/Time	8
DateTerminated	Date/Time	8
ProfClass	Text	40
ProfNickName	Text	40
VoicePhoneNo	Text	20
FaxPhoneNo	Text	20
InternetEmail	Text	40
AssignedAccounts	Text	16
PortableProLaw	Text	1
RegNumber	Text	30
ProfessionalID	Text	15
DMS_ID	Text	16
IsVoter	Text	1
AltPhoneNo	Text	20
AltProfDept	Text	40
password	Text	20
IsPortalSecurity	Text	1
IsConflictsAdmin	Text	1
ProfDocDir	Text	254
BudgetHours	Decimal	16
isFolder	Text	1
ExchangeServerFolders	Text	16
IsSeat	Text	1



BudgetFees	Decimal	16
WLPASSWORD	Text	40
CostRecoveryID	Text	15
CheckApprovalLimit	Decimal	16
ProfNotes	Memo	-

Table: dbo_ProfessionalsTransProfs

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ProfessionalsTransProfs	Text	16
Professionals	Text	16
TransProfs	Text	16
IsView	Text	1
IsEdit	Text	1



Table: dbo_ProLawINI

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ProLawINI	Text	16
Section	Text	60
Ident	Text	60
Value	Text	254

Table: dbo_QueryLookup

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
QueryLookup	Text	16
QueryID	Text	40
QueryName	Text	50
Professionals	Text	16
Rtf	Text	16
Global	Text	1

Table: dbo_Recent

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Recent	Text	16
Atom	Text	16
Form	Text	20
Professionals	Text	16
LastDateTime	Date/Time	8
Frequency	Long Integer	4



Table: dbo_RELATE

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
RELATE	Text	16
YANGTABLE	Text	25
YANGID	Text	16
YINTABLE	Text	25
YINID	Text	16
RELATETYPE	Text	40
IsMain	Text	1
IsClient	Text	1
IsBill	Text	1
BillPercent	Decimal	16
CorrType	Text	1
IsCopyEvents	Text	1
RelateNotes	Memo	-
RelateNotesSize	Long Integer	4
IsImport	Text	1
IsStmnCC	Text	1
IsNew	Text	1
IsOwner	Text	1

Table: dbo_ReportLayout

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ReportLayout	Text	16
Reports	Text	16



<u>Size</u>	Long Integer	4
Sequence	Long Integer	4
BigBlob	OLE Object	-

Table: dbo_ReportLimits

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ReportLimits	Text	16
Reports	Text	16
Limit	Text	40
ReportType	Text	25

Table: dbo_ReportQueue

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ReportQueue	Text	16
ReportQueueDesc	Text	70
OutputType	Text	25
email	Text	254
SecurityGroup	Text	16
QueueFileName	Text	250
QueueFileType	Text	35
QueueType	Text	20

Table: dbo_ReportQueueShortcuts

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
-------------	-------------	-------------



ReportQueueShortcuts	Text	16
ReportQueue	Text	16
ReportShortcuts	Text	16
IncludeIfBlank	Text	1

Table: dbo_Reports

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Reports	Text	16
ReportType	Text	25
ReportDesc	Text	40
Notes	Text	16
LeftMargin	Double	8
IsUserDefined	Text	1
Columns	Long Integer	4
ColumnMargin	Double	8
Orientation	Text	1
ReportKind	Text	1
Group1	Text	35
Group2	Text	35
Group3	Text	35
Group4	Text	35
IsPage1Break	Text	1
IsPage2Break	Text	1
IsPage3Break	Text	1
IsPage4Break	Text	1
OrderBy	Text	35
IsForced	Text	1
Global	Text	1



Professionals	Text	16
SecurityGroup	Text	16
SCFtype	Text	1
AddingDateTime	Date/Time	8
ReportTypeEvents	Text	1

Table: dbo_ReportShortcuts

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ReportShortcuts	Text	16
Reports	Text	16
ShortcutDesc	Text	70
QuerySize	Long Integer	4
AsOfDateType	Text	30
Group1	Text	35
Group2	Text	35
Group3	Text	35
Group4	Text	35
IsPage1Break	Text	1
IsPage2Break	Text	1
IsPage3Break	Text	1
IsPage4Break	Text	1
OrderBy	Text	35
Department	Text	35
IsAccrual	Text	1
ExcludeTrust	Text	1
ExcludeNoMTD	Text	1
ExcludeNoYTD	Text	1
ExcludeZeroBal	Text	1



Query	Memo	-
SecurityGroup	Text	16
ProfQuery	Memo	-
ProfQuerySize	Long Integer	4
IsPDS	Text	1
StatementDateType	Text	30
BillFreqType	Text	30
MatterActivityType	Text	30
PDSType	Text	1
ReportTypeEvents	Text	1



Table: dbo_ReportUser

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
ReportUser	Text	16
Group1	Text	35
Group2	Text	35
Group3	Text	35
Group4	Text	35
Reports	Text	16
Professionals	Text	16
IsPage1Break	Text	1
IsPage2Break	Text	1
IsPage3Break	Text	1
IsPage4Break	Text	1
OrderBy	Text	35
Department	Text	35
IsAccrual	Text	1
ExcludeTrust	Text	1
ExcludeNoMTD	Text	1
ExcludeNoYTD	Text	1
ExcludeZeroBal	Text	1

Table: dbo_rtf

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
RTF	Text	16
<u>TABLENAME</u>	Text	16
<u>FIELDNAME</u>	Text	16
rtfdata	Memo	-



<u>Size</u>	Long Integer	4
RTFDATA2	OLE Object	-

Table: dbo_SCFgroups

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
SCFgroups	Text	16
GroupDesc	Text	100
SortOrder	Long Integer	4
SCFcategory	Text	1
IsDirect	Text	1
DebitCredit	Text	1

Table: dbo_SecurityClass

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClass	Text	16
SecurityDesc	Text	40
Admin	Text	1
DelDelay	Long Integer	4
CanSeeCont	Text	1
CanSeeMatt	Text	1
CanSeeDock	Text	1
CanSeeTran	Text	1
CanSeeJour	Text	1
CanSeeLedg	Text	1
CanChgDollars	Text	1
CanSeeRpts	Text	1



GlobalQuery	Text	1
TransactionsOptions	Text	1
CanDeleteEvents	Text	1
CanAddEvents	Text	1
CanSeeFiles	Text	1
SystemPref	Text	1
GroupAdmin	Text	1
OverrideSecurityGroup	Text	1
CanSeeCollections	Text	1
Audit	Text	1
MassChange	Text	1
CanChgEvents	Text	1
CanChgPortal	Text	1
OverridePropose	Text	1



Table: dbo_SecurityClassCollections

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassCollections	Text	16
SecurityClass	Text	16
CollectionsChange	Text	1
CollectionsAdd	Text	1
CollectionsDel	Text	1
DebtorListChange	Text	1
DebtorListAdd	Text	1
DebtorListDel	Text	1
PayPlanChange	Text	1
PayPlanAdd	Text	1
PayPlanDel	Text	1
PayPlanCalc	Text	1
DebtorListOptions	Text	1

Table: dbo_SecurityClassContacts

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassContacts	Text	16
SecurityClass	Text	16
ContactsChange	Text	1
ContactsAdd	Text	1
ContactsDel	Text	1
ContactsDesign	Text	1
ContactsSetupChange	Text	1
ContactsPickList	Text	1
ContactsSetupAdd	Text	1



ContactsSetupDel	Text	1
ContactsApprove	Text	1
ContactsEdit	Text	1
ContactsStatus	Text	1
ContactsNotes	Text	1
CanContactMisc	Text	1
CanAddConflicts	Text	1



Table: dbo_SecurityClassEvents

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassEvents	Text	16
SecurityClass	Text	16
CanDocketChange	Text	1
CanDocketAdd	Text	1
CanDocketDelete	Text	1
CanChgRules	Text	1
EventsTransfer	Text	1
CanChgEventsNotes	Text	1
CanDocumentChange	Text	1
CanDocumentAdd	Text	1
CanDocumentDelete	Text	1
MassDeleteDocs	Text	1
CanRecreate	Text	1
CanDocDir	Text	1
CanNotesChange	Text	1
CanNotesAdd	Text	1
CanNotesDelete	Text	1
CanCreateRecur	Text	1

Table: dbo_SecurityClassFiles

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassFiles	Text	16
SecurityClass	Text	16
FilesChange	Text	1



FilesAdd	Text	1
FilesDel	Text	1
FilesSetupChange	Text	1
FilesSetupAdd	Text	1
FilesSetupDel	Text	1



Table: dbo_SecurityClassJournals

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassJournals	Text	16
SecurityClass	Text	16
JournalsChange	Text	1
JournalsAdd	Text	1
JournalsDel	Text	1
JournalsRecur	Text	1
JournalsCheckingOnly	Text	1
JournalsExpenseOnly	Text	1
JournalsAdjustments	Text	1
JournalsChecks	Text	1
JournalsDeposits	Text	1
Journals1099	Text	1
JournalsVoid	Text	1
JournalRecon	Text	1
JournalsBalance	Text	1
JournalClear	Text	1
Financials	Text	1
JournalsCanPrtChecks	Text	1
JournalsCanManChecks	Text	1
JournalsCanToggleHold	Text	1
JournalsCanSeeOthers	Text	1
JournalsCanChgOthers	Text	1
JournalsQueryTab	Text	1
JournalsMassRepost	Text	1
JournalsCanAssignBatch	Text	1
JournalsCanSubmitBatch	Text	1
JournalsCanReviewBatch	Text	1



Table: dbo_SecurityClassLedger

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassLedger	Text	16
SecurityClass	Text	16
LedgerUnBill	Text	1
CanTransferUnapplied	Text	1
CanRefundUnapplied	Text	1

Table: dbo_SecurityClassMatters

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassMatters	Text	16
SecurityClass	Text	16
MattersChange	Text	1
MattersAdd	Text	1
MattersDel	Text	1
MattersDesign	Text	1
MattersApprove	Text	1
MattersEdit	Text	1
MattersSetupChange	Text	1
MattersPicklist	Text	1
MattersSetupAdd	Text	1
MattersSetupDel	Text	1
CanChgMatt	Text	1
CanChgCSort	Text	1
CanChgMDesc	Text	1
CanChgGeneral	Text	1
CanChgAOL	Text	1



MattersStatus	Text	1
CanChgAProfs	Text	1
CanSeeAssigned	Text	1
CanChgNotes	Text	1
CanChgCats	Text	1
CanChgMisc	Text	1
CanChgRelCon	Text	1
CanChgRelMat	Text	1
CanBilling	Text	1
CanInquire	Text	1
CanInquireAssigned	Text	1
CanInquireTimekeeper	Text	1
CanSettle	Text	1
CanMisc	Text	1
CanDoSettle	Text	1
CanCheckOutMatter	Text	1
CanUnlockCheckedOutMatter	Text	1
CanMattersToLedger	Text	1



Table: dbo_SecurityClassReports

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassReports	Text	16
SecurityClass	Text	16
ReportsContacts	Text	1
RptAddContacts	Text	1
RptDelContacts	Text	1
ReportsMatters	Text	1
RptAddMatters	Text	1
RptDelMatters	Text	1
ReportsEvents	Text	1
RptAddEvents	Text	1
RptDelEvents	Text	1
ReportsFiles	Text	1
RptAddFiles	Text	1
RptDelFiles	Text	1
ReportsTransactions	Text	1
RptAddTransactions	Text	1
RptDelTransactions	Text	1
ReportsJournals	Text	1
RptAddJournals	Text	1
RptDelJournals	Text	1
ReportsLedger	Text	1
RptAddLedger	Text	1
RptDelLedger	Text	1
ReportsWIPaging	Text	1
ReportsARAgging	Text	1
ReportsFeeAnalysis	Text	1



ReportsRevenueAnalysis	Text	1
ReportsBillingAnalysis	Text	1
ReportsBudgets	Text	1
ReportsMissingTime	Text	1
ReportsAPAgging	Text	1
ReportsAuditTrail	Text	1
GlobalReports	Text	1
CreateShortcut	Text	1
CreateQueue	Text	1
MatterTrustBalances	Text	1
TransactionsPeriod	Text	1

Table: dbo_SecurityClassStatements

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassStatements	Text	16
SecurityClass	Text	16
Prebills	Text	1
DraftStatements	Text	1
Statements	Text	1

Table: dbo_SecurityClassTransactions

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassTransactions	Text	16
SecurityClass	Text	16
CanSeeWip	Text	1
CanChgWipNarrative	Text	1
CanChgWip	Text	1
CanSeeBatch	Text	1



CanChgBatch	Text	1
TransactionsMoveToWip	Text	1
TransactionsMoveAllToWip	Text	1
TransactionsWUD	Text	1
TransactionsTransfer	Text	1
CanSeeBilled	Text	1
CanSeeDollars	Text	1
CanSeeOthers	Text	1
CanChgOthers	Text	1
CanUseProfsTrans	Text	1
TransactionsTimeEntry	Text	1
TransactionsFindQuery	Text	1
TransactionsAbbreviations	Text	1
TransactionsSetupChange	Text	1
TransactionsSetupAdd	Text	1
TransactionsSetupDel	Text	1
CanViewInvoice	Text	1
CanNoBill	Text	1
CanUnNoBill	Text	1
ProformaAdmin	Text	1
ProformaBiller	Text	1
ProformaReports	Text	1

Table: dbo_SecurityClassWestlaw

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityClassWestlaw	Text	16
SecurityClass	Text	16
CanManageSubscriptions	Text	1
CanReceiveAlerts	Text	1



Table: dbo_SecurityGroup

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityGroup	Text	16
SecurityGroupDesc	Text	40

Table: dbo_SecurityGroupDetail

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
SecurityGroupDetail	Text	16
SecurityGroup	Text	16
Professionals	Text	16

Table: dbo_StmnFormats

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
StmnFormats	Text	16
FormatDesc	Text	40
FormatCover	Text	16
FormatMain	Text	16
RateSummary	Text	20
SumPara	Text	1
SoftInHard	Text	1
ClientBased	Text	1
IsApplyTrust	Text	1
TrustDesc	Text	100
CheckAccounts	Text	16



IsTax	Text	1
TaxComponents	Text	16
IsTaxFees	Text	1
IsTaxHardCosts	Text	1
IsTaxSoftCosts	Text	1
TaxFeesRate	Decimal	16
TaxHardCostsRate	Decimal	16
TaxSoftCostsRate	Decimal	16
IsInt	Text	1
IntComponents	Text	16
IsIntFees	Text	1
IsIntHardCosts	Text	1
IsIntSoftCosts	Text	1
IntFeesRate	Decimal	16
IntHardCostsRate	Decimal	16
IntSoftCostsRate	Decimal	16
SumProfDayUnits	Text	1
SumProfDayPretty	Text	1
UpperCase	Text	1
Periods	Text	1
FormatEBill	Text	16
MattersWithAR	Text	1
StartPageNumbersOver	Text	1
IsTrustWIPOnly	Text	1
FeesOrderBy	Text	25
IntGraceDays	Long Integer	4
IsPercentFees	Text	1
IsApplyUC	Text	1
UCDesc	Text	100
UCCheckAccounts	Text	16



IsUCWIPOnly	Text	1
IsIntTax	Text	1
IntTaxRate	Decimal	16
FeesSummarizeBy	Text	25
GroupFlatFees	Text	1
PromptStmnTrust	Text	1
IsTrustFeesOther	Text	1
IsTrustStrict	Text	1
TaxComponents2	Text	16
FormatRemit	Text	16
FormatEnvelope	Text	16
FormatCoverPrinter	Text	100
FormatMainPrinter	Text	100
FormatRemitPrinter	Text	100
FormatEnvelopePrinter	Text	100
FormatCoverBin	Text	25
FormatMainBin	Text	25
FormatRemitBin	Text	25
FormatEnvelopeBin	Text	25
DraftPrinter	Text	100
DraftBin	Text	25
IsIntInt	Text	1
IntIntRate	Decimal	16
IsTax2	Text	1
IsTaxFees2	Text	1
IsTaxHardCosts2	Text	1
IsTaxSoftCosts2	Text	1
TaxComponents3	Text	16
TaxComponents4	Text	16
TaxFeesRate2	Decimal	16



TaxHardCostsRate2	Decimal	16
TaxSoftCostsRate2	Decimal	16
FormatImagePrinter	Text	100
FormatImageBin	Text	25
IsUseImagePrinter	Text	1
PromptStmnUA	Text	1
PaperlessPrebill	Text	1
EbillFormat	Text	35

Table: dbo_TaskCodes

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
TaskCodes	Text	16
Tasks	Text	16
CodeID	Text	10
CodeDesc	Text	40

Table: dbo_Tasks

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Tasks	Text	16
TaskDesc	Text	40

Table: dbo_tempLOOKUP

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
LOOKUP	Text	16
LOOKTYPE	Text	25
LOOKDESC	Text	40



SortOrder	Text	6
Required	Text	1

Table: dbo_TimeZones

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
TimeZones	Text	16
TimeZoneDesc	Text	24
LongDesc	Text	100
CDOConstName	Text	28
CDOConst	Long Integer	4
IsShow	Text	1
SortOrder	Long Integer	4
IsCDO121	Text	1

Table: dbo_TransactionUser

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
TransactionUser	Text	16
Professionals	Text	16
TimeProfessionals	Text	16
TransDate	Date/Time	8

Table: dbo_Transpose

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
Transpose	Text	16



CostRec	Text	16
TxType	Text	25
TxFrom	Text	70
TxTo	Text	70
TxToAtom	Text	16

Table: dbo_v7Columns

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7Columns	Text	16
ColumnName	Text	20
ColumnType	Text	1
ColumnSize	Double	8
v7Tables	Text	16
IsAllowNull	Text	1
IsIndexed	Text	1
ColumnLabel	Text	40
IsUserDefined	Text	1
IsIncSearch	Text	1
NeedsCreate	Text	1
v7Tabs	Text	16
IsShowColumns	Text	1
IsRtf	Text	1
IsReport	Text	1
IsCalculated	Text	1
IsDocument	Text	1
ReportQueryName	Text	40
IsContactLink	Text	1
ReportType	Text	40



Calculation	Memo	-
HasValues	Text	1
IsQBuilder	Text	1
IsGroupBy	Text	1
IsOrderBy	Text	1
IsCheckbox	Text	1
IsConflictsAutoFill	Text	1
IsConflictsSearch	Text	1
IsRequired	Text	1
IsMatterEvents	Text	1
IsContactEvents	Text	1



Table: dbo_v7System

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7System	Text	16
FirmContacts	Text	16
DefaultDocType	Text	16
LastUpdtStmt	Long Integer	4
UnFeesAccounts	Text	16
UnHardCostsAccounts	Text	16
UnSoftCostsAccounts	Text	16
UnIntTaxAccounts	Text	16
JournalsLockDate	Date/Time	8
LicenseSite	Long Integer	4
LicenseCount	Long Integer	4
LicenseWord	Text	40
REAccounts	Text	16
ARFAccounts	Text	16
APAccounts	Text	16
FYPeriod	Long Integer	4
WIPFAccounts	Text	16
WIPFAccountsCr	Text	16
ARFAccountsCr	Text	16
ARCAccounts	Text	16
ARCAccountsCr	Text	16
ARDAccounts	Text	16
ARDAccountsCr	Text	16
ARITAccounts	Text	16
ARITAccountsCr	Text	16
WIPCAccounts	Text	16
WIPCAccountsCr	Text	16



WIPDAccounts	Text	16
WIPDAccountsCr	Text	16
RetainerComponents	Text	16
IsSecurityGroup	Text	1
TransactionsLockDate	Date/Time	8
JournalsRecurDate	Date/Time	8
EnableCollections	Text	1
CollectPercentage	Decimal	16
CollectComponents	Text	16
CollectAccounts	Text	16
LegalexCount	Long Integer	4
LegalexSite	Long Integer	4
LegalexWord	Text	40
IsContactsAuditDays	Text	1
IsEventsAuditDays	Text	1
IsMattersAuditDays	Text	1
IsTransactionsAuditDays	Text	1
ContactsAuditDays	Long Integer	4
EventsAuditDays	Long Integer	4
MattersAuditDays	Long Integer	4
TransactionsAuditDays	Long Integer	4
TransactionsLockDate2	Date/Time	8
IsJournalsAuditDays	Text	1
JournalsAuditDays	Long Integer	4
IsStmnLedgerAuditDays	Text	1
StmnLedgerAuditDays	Long Integer	4
IsProfessionalsAuditDays	Text	1
ProfessionalsAuditDays	Long Integer	4
IsComponentsAuditDays	Text	1
ComponentsAuditDays	Long Integer	4



IsAccountsAuditDays	Text	1
AccountsAuditDays	Long Integer	4
IsEventTypesAuditDays	Text	1
EventTypesAuditDays	Long Integer	4
PeriodDate	Date/Time	8
EnableAccrual	Text	1
EnablePeriodAnalysis	Text	1
IsAccountsAP	Text	1
UsePortalSecurity	Text	1
CoCounselAccounts	Text	16
LienHolderAccounts	Text	16
ClientAccounts	Text	16
SettlementFormats	Text	16
SettlementStmnFormats	Text	16
SettleTrustAccounts	Text	16
SettleCashAccounts	Text	16
Rates	Text	16
RecurringCreated	Text	10



Table: dbo_v7Tables

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7Tables	Text	16
Table <u>Name</u>	Text	40
IsUserDefined	Text	1
Prefix <u>Name</u>	Text	40
TableDesc	Text	40
IsPlaceholder	Text	1
v7TablesParent	Text	16
v7Tabs	Text	16
CascadeForm <u>Name</u>	Text	40

Table: dbo_v7TabLimits

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7TabLimits	Text	16
v7Tabs	Text	16
Limit	Text	40
Form <u>Name</u>	Text	40

Table: dbo_v7Tabs

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
v7Tabs	Text	16
TabDesc	Text	40
Form <u>Name</u>	Text	40
IsUserDefined	Text	1



Query	Text	40
TabName	Text	40
Icon	Text	40
Sort	Text	5
IsMatterCopy	Text	1
PortalLink	Text	70
IsEditableWhenPortableMatter	Text	1



Table: dbo_WestlawURL

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
WestlawURL	Text	16
Type	Text	40
URLName	Text	40
URL	Memo	-
IsEnabled	Text	1

Table: dbo_wh_matter_state

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
id	Integer	2
state	Text	50
group_id	Integer	2

Table: dbo_wh_pplesstab1

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
whtab1index	Integer	2
whtab1desc	Text	50
whtab1date	Date/Time	8
whtab1version	Text	10

Table: dbo_wh_state_group

Columns

<u>Name</u>	<u>Type</u>	<u>Size</u>
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id	Integer	2
type	Text	50



Table: dbo_WorkflowEvents

<u>Columns</u>		
<u>Name</u>	<u>Type</u>	<u>Size</u>
WorkflowEvents	Text	16
EventID	Long Integer	4
EventDesc	Text	50
IsInUse	Text	1
HappensWhen	Text	255
v7Columns	Text	16
Source	Text	1