

**Description:**

**NEW YORK STATE CAPITAL CASES: CD-ROM REQUIREMENTS**

A single contract award for electronic format reproduction of the record on appeal in New York State Capital Cases. The New York State Office of Court Administration - Contract & Procurement Administration (C&PA) is seeking potential, qualified and experienced sources for the purpose of reproducing on electronic media, such as CD-ROM or DVD format, the record on appeal. As a minimum, interested and qualified parties must:

- A) Be familiar with the New York State Appeals process, The Rules of the Court of Appeals in Capital Cases, effective 11:19:97 with revisions dated 07:21:99, 03:29:00 and 02:05:03 (available on the internet at <http://www.courts.state.ny.us/ctapps/510rules.htm> (a system or product which uses software other than that specified in the current Court Rules will be considered) and the Court's Specifications (April 30, 2001) on acceptable electronic media, a copy of which is available on the web site,
- B) Provide a completely self-contained, self-starting product from CD-ROM that provides all necessary software **without** downloading any software to the user's PC,
- C) Have the ability to accurately convert transcripts in ASCII format to word processing format or hard copy format into fully text searchable text format (if required). Transcript contents must be linked and displayed with the entire record on CD-ROM format **without** the need to purchase additional software,
- D) Be able to up-load and operate final product onto an internal network controlled by the Court,
- E) Have the ability and experience to work with a third party (appellant's counsel) on firm and strict deadlines,
- F) Have documented experience in reproduction of trial records on appeal where the court record exceeds **40,000** pages, including a trial court transcript which exceeds **10,000** pages,
- G) Provide evidence that their facility is secure and that case documents will be stored in a separate, locked area with access granted to only those approved personnel who have executed Confidentiality Agreements,
- H) Additionally, as further minimums, provide a system or product that

assumes conversion from a completely paper source to a 99.9% accuracy rate edited text. The system or product must contain:

1. A fully searchable product; every document in the record must be included in search index and be accessible through the search engine,
2. Electronic bookmarks to the Table of Contents,
3. Organizational buttons that present documents in logical order by document category for easy review by the Court,
4. A word-searchable trial court transcript,
5. Hyperlinks between the transcript and the items in the Table of Contents,
6. Indexing to facilitate word searching ability,
7. The ability to create both Sealed and Non-Sealed versions of a project to mirror the orders of the Court,
8. A built-in "Help" file,
9. The ability to store and display a minimum of 50,000 pages on a single CD,

The awarded firm **will not** be required to include the appellate **briefs**, however the Court or the Office of Court Administration reserves the right to add the briefs and require hyperlinks to source material, including but not limited to, the trial record, case citations, transcripts, etc. Rates for this option shall be negotiated on a case-by-case basis dependant upon the size of the briefs.

Subcontracting may be allowed, subject to the following:

- A) Firm must clearly state what portion of the work is to be subcontracted,
- B) Provide the identity (name, address, contact(s) phone number) of proposed subcontractor(s), including length of bidder's relationship with each, number of years subcontractor has been in business, name(s) of principals,
- C) The review and approval of the Contract & Procurement Administrator,
- D) Awarded contractor shall remain fully liable and responsible for the actions of any approved subcontractor.

Firms meeting the afore-mentioned minimum criteria and believing they have a currently functioning system or product may submit a brief description of their qualifications, experience and system or product accompanied by a sample, actual case CD-ROM or DVD on or before the designated "Due/Bid Opening" date & time to the "Contact" and location noted herein. Subsequent to a preliminary review, the firm may then be contacted and required to appear before a panel in Albany, NY to

demonstrate their proposed system or product. At such time, the firm must also be prepared to present a full proposal, including costs and production time frames. The C&PA reserves the right to require any and all additional documentation deemed necessary to clarify, support or confirm elements of the proposal. The presentation of any firm, including but not limited to, the proposed system or product, and any such appearance in Albany, NY in support thereof, shall be wholly at the expense of such firm.

Other minimum requirements, performance criteria, terms and conditions will also apply. Accordingly, interested parties are directed to, and responsible for accessing, the OCA - C&PA website at: [www.courts.state.ny.us/admin/bids](http://www.courts.state.ny.us/admin/bids).

Preliminary fining must be received in the:

NYS Office of Court Administration  
Contract & Procurement Unit  
42 Karner Road  
Albany, NY 12205  
Attention: Glenn R. Harrison

on or before **July 13, 2004, 11:00 AM**

**NOTE:** See the State of New York Court of Appeals "Specifications for CD-ROM companion records, briefs and appendices" below:

**STATE OF NEW YORK**

**COURT OF APPEALS**

**Specifications for CD-ROM companion records, briefs and appendices:**

1. Each filing must be accompanied by a certificate detailing the minimum equipment needed for viewing, the software used to scan for viruses, and all necessary copyright authorizations.
2. The CD-ROM format is ISO 9660 Level 2 (Joliet extensions permitted) with a 2X target speed.
3. Hyperlinks are formatted in HTML 3.0 or PDF and searchable by Netscape 3.x or higher. In the alternative, an electronic brief may come fully equipped with it's own viewing program and hyperlinking capabilities in a self-contained, self-loading format. The viewing program must be capable of being copied without the payment of a license fee.
4. Embedded graphics are JPEG or GIF. Images may be TIF files.
5. Video is MPEG.
6. Audio is WAV.

Effective: April 30, 2001