

**Georgia Commission on Child Support
Calculator Development Project
Pre-Bid Meeting Minutes
October 8, 2014**

Present

Kenny Hilliard, The Proven Method
Juan Nassiff, The Proven Method
Phillip Ladin, Managed Information Services International, LLC
George Li, Object Resource Group

Staff

Patricia Buonodono, Commission Staff Attorney and Project Director
Elaine Johnson, Executive Program Manager

The meeting began at 3:00 p.m.

I. Welcome and Introductions

Note: This pre-bid meeting was provided as a courtesy to potential contractors to assist them in becoming familiar with the project. Attendees acknowledge and agree that only the Invitation to Bid and any addenda issued may be relied upon by bidders. No information presented during this pre-bid meeting and site visit shall amend or replace the information in the official bid documents issued by the public agency, unless explicitly stated in a subsequent written addendum. Verbal statements made by representatives of the public agency during this meeting, or at any other time, are for informational purposes only, and are not to be relied upon unless subsequently confirmed in an official written addendum issued by the agency.

II. Information on Requirements Document and Bid Instructions

a. Background

Elaine Johnson went over the problems with having the calculator as an Excel program such as cross platform incompatibility, licensing costs, difficulty of use, inflexibility and printability.

b. Existing System

Elaine Johnson went over the different versions of the calculator currently being used which include the EZ paper form, Excel Data Entry Form and Excel Standard Form. Also discussed were the user guides prepared for the existing calculator by the Administrative Office of the Courts.

c. Requirements

Requirements documents are posted at http://www.georgiacourts.org/csc/bid_documents.html.

d. Due date of deliverables

Elaine Johnson stated the due date for the completion of the calculator is September 1, 2015. This includes all design, testing and any other work to make the product available for public use. Patricia Buonodono stated that the calculator would also need to account for any changes that are made to the law

in the 2015 legislative session. However, these changes are not expected to be substantial. Elaine Johnson added that there is a yearly update in January to adjust for self-employment tax rates as well.

III. Contract Requirements

Patricia Buonodono stated that the contract will be a standard state contract that lists deliverables and expectations through the date in which the product is delivered. The vendor is responsible for insurance such as workers comp and liability. The vendor has to have licensure for its business to meet local and state requirements. Vendors must also comply with all federal laws that pertain to hiring and the operation of a business. If subcontractors are employed a clause must be signed that states they are in no way affiliated with the Administrative Office of Courts. She went on to state that if vendors are interested in maintaining the calculator that a bid for maintenance needed to be included as a separate item on the bid. The contract would have a standard termination clause allowing for ten (10) business days' written notice for either party before termination. The contract is also dependent of availability of funds.

IV. Questions and Answers

Pat Buonodono stated that questions were preferred in writing to allow for consultation with the IT department of the Administrative Office of the Courts. Philip Ladin asked if there was an expected turnaround to answers for questions of a technical nature to which Pat Buonodono stated she hoped would it would be two days. Juan Nassiff inquired if the web based application was intended to be one application rather than individual applications geared specifically towards platforms. Pat Buonodono and Elaine Johnson answered that it was to be a single web application. George Li asked for clarity about the requirement of the application being accessed without web access. Elaine Johnson replied that the worksheets need to be able to download and worked on without the internet much as they are now. George Li inquired about the firmness of the requirements as they are written to which Elaine Johnson explained that accessibility for judges would likely be a sticking point for many of the requirements. Pat Buonodono explained that about 50 percent of courthouses do not have wireless internet access at the moment so to be able to work on the calculator offline is crucial. Juan Nassiff asked if there was a format determined for exchanging and working on documents offline to which commission staff responded that it has not been determined but it must be editable and functional across multiple platforms. The topic of child support modifications was introduced through conversation to which Juan Nassiff inquired if it was envisioned that original worksheets be modified for these hearings, to which Pat Buonodono replied that a new worksheet would need to be created in cases of modifications. Juan Nassiff inquired about the business rules of the calculator to which Pat Buonodono replied that it must follow the statute in a step by step manner the same way the current Excel calculator does.

V. Closure of Pre-Bid Conference

The meeting closed at 3:45 p.m.