

**STATE OF NEW MEXICO**

**New Mexico Compilation Commission**



**REQUEST FOR INFORMATION ("RFI")**

**RFI# 001-03-12-2018**

**LEGAL PUBLISHING SOLUTIONS**

**Issuance Date: March 12, 2018**  
**Response Deadline Date: April 20, 2018**

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## **I. INTRODUCTION**

### **A. STATEMENT OF INTENT**

The New Mexico Compilation Commission (“Commission”) is the official legal publisher of the State of New Mexico. The intent of the Commission is to ensure the long-term ability of the Commission to continue publishing the highest quality, official compilation of New Mexico state statutes with annotations, appellate court opinions, annotated court rules and court forms, session laws, and Attorney General Opinions and Advisory Letters (collectively, “the laws”). To accomplish this intention, the Commission needs to transition from an enterprise agency selling products in print, DVD and online to an online-only publisher of the state’s official laws to be provided at no charge to the public. This RFI is issued to assist the Commission in determining the information necessary to issue a comprehensive Request for Proposal (“RFP”) for this transition.

### **B. BACKGROUND**

The content published by the Commission will include the following:

- Constitution of the United States;
- Constitution of New Mexico;
- New Mexico Territorial Laws and Treaties;
- Laws of New Mexico* (“session laws”), from 1993;
- New Mexico Statutes Annotated 1978*®, including parallel tables from 1864, and historical NMSA 1978 content from 1989;
- New Mexico Appellate Reports*® (Supreme Court of New Mexico and Court of Appeals formal opinions), from 1852;
- Supreme Court of New Mexico and Court of Appeals (“appellate courts”) slip opinions, from date of release until removed when released as formal opinion;
- Appellate courts’ unpublished decisions and memorandum opinions, from 2009;
- New Mexico Rules Annotated*, from 1989; and
- Attorney General Opinions and Advisory Letters, from 1909.

The content is provided to the Commission by the legislature, courts and attorney general in WordPerfect files that are converted to Folio Flat Files (FFF) for publishing in Rocket NXT for the Commission’s flagship subscription product, *NMOneSource.com*® (“One Source”).

The current annotated statutes and court rules databases are maintained by the Commission in XML prior to conversion to FFF, primarily for the print products that the Commission currently publishes. Scribe is the data integration tool currently used by the Commission and its publishing vendor. It is the goal of the Commission that XML be discontinued with the print publications unless it can be demonstrated that retaining XML for the content listed above would be of significant value to the Commission.

The Commission publishes content on the following three web sites, in various forms, each serving a different purpose, hosted and maintained by its current vendor:

1. [www.nmcompcomm.us](http://www.nmcompcomm.us);
2. <http://public.nmcompcomm.us/nmnextadmin/NMPublic.aspx>, and
3. [www.nmonesource.com](http://www.nmonesource.com).

A description of each web site and its current purpose is provided below.

**(Commission Agency Site)**

[www.nmcompcomm.us](http://www.nmcompcomm.us)

The Commission's agency site, updated daily, serves multiple purposes under the current enterprise business model and publishing schedule. The site provides:

1. general state agency information,
2. products and prices,
3. access point to the Commission's public access database,
4. appellate court slip opinions, formal appellate court opinions, judicial disciplinary decisions, and
5. sixty-day notice to the bench and bar of new or amended court rules from the most recent version of the official *New Mexico Rules Annotated*.

The official appellate court opinion is the authenticated PDF with digital signature by Supreme Court order as published in the Commission's tables.

**(Commission Public Access Site)**

<http://public.nmcompcomm.us/nmnextadmin/NMPublic.aspx>

The Commission's public access web site is an extract of the master laws database. It provides searching of the unannotated New Mexico statutes and unannotated court rules and forms and is updated biannually. The purpose of this site is to provide free public access to the laws for citizens, especially in light of the significant increase in self-represented parties in civil New Mexico court cases.

**(One Source)**

[www.NMOneSource.com](http://www.NMOneSource.com)

One Source is the official legal research tool of the New Mexico legislature and judiciary and is relied upon by the judiciary, legislature, state agencies, local public bodies and private lawyers. It is expansive in its content offering, includes copyrighted materials, and is currently available only by paid subscription. To best serve its users, the Commission upholds a rare legal publishing standard in that One Source is updated on the effective dates of new legislation, excepting emergency clauses, and court rules. One Source is updated on the publication release date of new formal appellate court opinions with court-approved revisions to the slip opinions and newly assigned vendor-neutral official citations. Case annotations to the statutes and court rules are updated monthly.

**C. RFI MANAGER**

1. The RFI Manager is listed below:  
Name: Brenda Castello  
Address: P. O. Box 15549  
Santa Fe, NM 87507  
Email: Brenda.castello@nmcompcomm.us
2. All deliveries of responses via express carrier must be addressed to the RFI Manager listed above.
3. Any inquiries or requests regarding this RFI should be submitted to the RFI Manager. Respondents may contact ONLY the RFI Manager regarding this Request. No other staff members have the authority to respond on behalf of the RFI Manager. Inquiries or requests from Respondents must be submitted in email to the RFI Manager. The RFI Manager’s communications will be limited to specific responses to the inquiries or requests in writing.

**II. CONDITIONS GOVERNING THE RFI**

This section contains the sequence of events, explanation of events and general requirements governing the RFI.

**A. SEQUENCE OF EVENTS**

The RFI manager will make every effort to adhere to the following schedule; however, dates are subject to change at the discretion of the Commission:

<u>Action</u>	<u>Due Dates</u>
RFI Issuance	03/12/18
Deadline for Submission of RFI Responses	04/20/18
Evaluation of Responses	04/23/18 - 04/27/18
Demonstrations by Respondents	05/21/18 - 05/23/18
Issuance of RFP*	07/09/18

**B. EXPLANATION OF EVENTS**

The following paragraphs describe the activities listed in the sequence of events.

1. **Issuance of RFI**  
The RFI will be issued on March 12, 2018. The RFI will be posted to [www.nmcompcomm.us](http://www.nmcompcomm.us), and to [www.generalservices.state.nm.us/purchasingdivision](http://www.generalservices.state.nm.us/purchasingdivision).

\*Dependent upon results from RFI.

**2. Submission of Responses**

Responses must be addressed and delivered to the RFI Manager at the address or email address listed in Section I, Paragraph C1 above. Mailed responses must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the ***Legal Publishing Solutions RFI# 001-03-12-2018***. Email responses must have as the subject line: ***Legal Publishing Solutions RFI# 001-03-12-2018***. Responses submitted by facsimile will not be accepted.

ALL RESPONSES MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE RFI MANAGER OR DESIGNEE NO LATER THAN 3:00 P.M. MOUNTAIN TIME ON **April 20, 2018**. The date and time of receipt will be recorded on each response.

**3. Evaluation of RFI**

The Commission retains the sole discretion to move forward with, or decline to move forward with, the procurement process, including but not limited to, a subsequent release of an RFP for legal publishing solutions.

**C. GENERAL REQUIREMENTS**

**1. No Obligation**

This RFI in no manner obligates the Commission to the issuance of an RFP or the eventual retention of professional services.

**2. Incurring Cost**

Any cost incurred by the potential Respondent in preparation, transmittal, and/or presentation of any response or material submitted in response to the RFI shall be borne solely by the Respondent.

**3. Proprietary Information**

Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To aid the Commission, please segregate proprietary information. Please be advised that all submissions become Commission property and will not be returned.

**III. SCOPE OF PROJECT**

The scope of this project is to:

- a. convert the laws listed in Section I (B) into a new database made publicly accessible on a new or updated web site;
- b. streamline the current publishing processes and methods; and
- c. maintain the current publishing schedule and standards explained in Section I.

The Commission intends to provide one online resource for the laws of the state. The basis for condensing the three web sites identified in Section I (B) is that, under the new publishing model, the Commission will no longer need certain web pages on the agency site or a separate,

unannotated public access site. The sixty-day notice with new or amended rules currently published on the agency site are contemplated for publishing in a table on a separate resources page of the new solution.

The Commission and One Source copyrights, trademarks and brands remain the same. The colors associated with the Commission, the NMOneSource logo, and the tagline regarding it being the official online legal research tool of the state will provide the market familiarity from which to launch the new and improved One Source.

The New Mexico Administrative Code, federal court opinions and rules, and University of New Mexico law journals currently on One Source are not presently being contemplated for inclusion in the new publishing solution. Hypertext links to this cited material within One Source content will become inactive. Alternatively, links to the entities that publish this content could be provided on a separate resources page of the new solution.

#### IV. SPECIFICATIONS AND RESPONSES

Respondents should answer in the form of a narrative to each specification below.

Login credentials to access One Source, for the sole purpose of responding to this RFI, will be provided to each Respondent upon request.

The specifications address four categories: corporate experience, online legal publishing solutions, product development and project management, and training and support.

#### SPECIFICATIONS AND RESPONSE

<b>Specification</b>	<b>Corporate Experience</b>
1.1	Provide an overview of publishing experience, legal publishing expertise, corporate structure, and organizational strengths.
1.2	Verify that your organization is registered to do business with the State of New Mexico.
	<b>Online Legal Publishing Solutions</b>
2.1	How do you propose to take WordPerfect source documents into your proposed solution that achieves the scope of the project? What is your base software application? What is your preferred source method for documents? Will data conversion be required, and if so, will proofreading of the content be required? If not, explain. With respect to your proposed solution, what is the role of the Commission and what is the role of your organization?
2.2	What are the benefits to the Commission of your proposed solution? Have you implemented your solution; and if so, where has the proposed solution been implemented and for how long has it been operational?

2.3	What specifications should the Commission require for a platform-independent mobile application?
2.4	Would creating hypertext links to cited material be a manual or programmatic function? Would this be performed by the Commission or by Respondent? What is the process for updating documents, including linking to cited material? How quickly does data process? Would the document updating be performed by the Commission or by the Respondent? Explain.
2.5	Would you recommend that the new solution require online registration to gain access to the laws? Explain the advantages and disadvantages of online registration. Does registration require a password? Does registration facilitate email communications with users, and if so, explain. What usage data will be created through the registration process?



<p>2.6</p>	<p>Explain how your proposed solution offers these features currently provided in One Source online or DVD:</p> <ul style="list-style-type: none"> <li>• Word and phrase searches with operators, including stemming</li> <li>• Thesaurus search</li> <li>• Search by citation</li> <li>• Search results trails for history of search session queries and ability to jump back to a prior search</li> <li>• View and print search results list with or without words around text</li> <li>• Ability to save a search query for subsequent retrieval and automatic refreshing of results</li> <li>• Copy and paste text into a document</li> <li>• Print selected text or complete document (reference 2.9 through 2.11)</li> <li>• Identify or tag paragraphs that are not contiguous for printing or downloading</li> <li>• View research steps with multiple windows open simultaneously to view the search results across more than one database or document</li> <li>• Scroll through a chapter of the statutes or rules; ability to scroll within a searched item</li> <li>• Email document(s) by user to other parties</li> <li>• Ability to restrict scope of search to chapter, article, selected sections, database, etc.</li> <li>• Ability to jump back to a prior view</li> <li>• Navigation oriented viewing by "clicking" on sections, chapters, etc, vs. using a search tool</li> </ul>
<p>2.7</p>	<p>What additional features does your proposed solution offer to users?</p>
<p>2.8</p>	<p>How does the proposed solution allow for the publishing of Commission-authenticated formal appellate court opinions with its current GlobalSign authentication token? Describe the method that would be used to incorporate authenticated PDFs into the online <i>New Mexico Appellate Reports</i> database.</p>
<p>2.9</p>	<p>How would your proposed solution offer the option to preview and print a chapter of the <i>New Mexico Statutes Annotated</i> or a rule set of the <i>New Mexico Rules Annotated</i> with or without annotations? This is a crucial feature that facilitates printing of selected content by agencies and courts for the printing of benchbooks, manuals or booklets for government use.</p>

2.10	Would your proposed solution facilitate “print on demand” materials for the Commission or for the Commission to provide to third parties to create pamphlets or manuals?
2.11	Does an online publishing solution exist that would facilitate the Commission creating e-books of selected statutes, court rules and cases? Could these downloadable e-books be printed by the end user or by third parties subject to the Commission’s control?
2.12	What are the options for hosting your solution? Are you willing to sign a standard service agreement and what would determine the conditions?
2.13	What is the anticipation for per-user bandwidth from the host? Provide tables to illustrate.
2.14	What is the minimum amount of bandwidth on the user’s end necessary for proper functionality?
2.15	What is the process for improving the new solution after its release?

2.16

A crucial component of the NMSA 1978 is the linking between the Table of Disposition of Laws and the historical and current session laws. The Table of Disposition of Laws is updated after every legislative session. How would the publishing solution accomplish the post-session updating of the Table of Disposition of Laws? How would the new solution be used to link the session laws, by chapter and section, to the Table of Disposition of Laws? Would the Commission or the Respondent perform this work?

**Example 1**

This example reflects "Laws of 1880", currently contained in the New Mexico Parallel Tables, Table of Disposition of Laws. The NMSA 1978 section numbers in blue typeface below were laws enacted in 1880, and are still in effect. Clicking on the link to Section 37-1-1 NMSA 1978 in this table takes the user to the current law in the NMSA 1978.

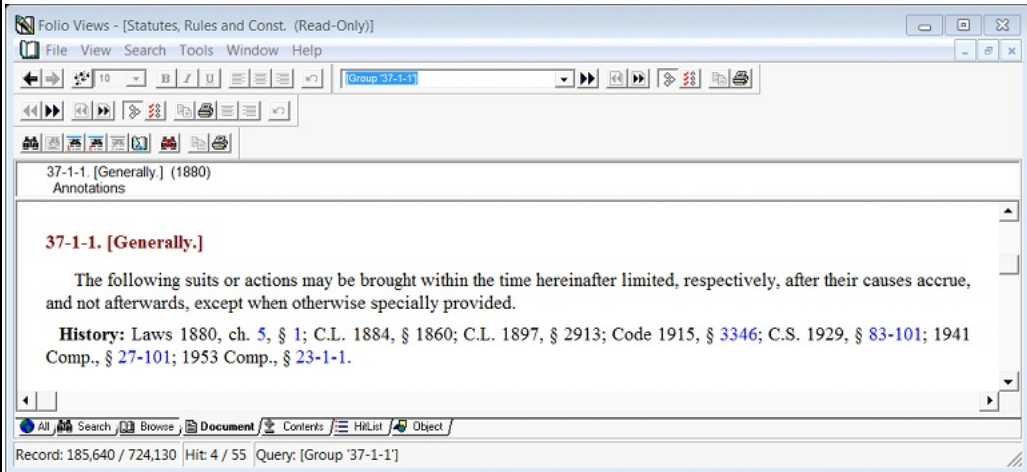
New Mexico Parallel Tables  
Table of Disposition of Laws  
LAWS OF 1880

Ch.	Sec.	NMSA 1978
1	1 to 86	R. 1884, ch. 37, § 1
2	1 to 4	R. 1957, ch. 112, § 22
	5	R. 1909, ch. 23, § 1
	6	Eff. Date
3	1 to 10	R. 1905, ch. 79, § 134
4	1	S. 42-1-1, 42-1-2
	2	Rplg. Cl. & Eff. Date
5	1	37-1-1
	2	R. 1891, ch. 53, § 1
	3	37-1-3
	4	37-1-4
	5	37-1-8
	6	37-1-7
	7	37-1-6
	8	37-1-13
	9	37-1-9
	10	37-1-10
	11	37-1-11
	12	37-1-14
	13	37-1-16
	14	37-1-15
	15	37-1-12
	16	37-1-17
	17	37-1-18
	18	38-7-1
	19	37-1-19
	20	Eff. Date
	5	38-4-2
	6	38-4-5
	7	S. 38-2-6
	8	R. 1981, ch. 115, § 1
	9	37-2-2
	10	38-3-6
	11	R. 1907, ch. 107, § 1
	12 to 14	S. Rules 1-001 to 1-095

Record: 38 / 149 | Hit: 38 / 149 | Query: [Headings Section,LAWS OF 1880]

*Example 2*

The links in the history note of Section 37-1-1 NMSA 1978, will take the user to the Table of Disposition of Laws, Laws of 1880, or the Table of Corresponding Code Sections for the Code of 1915, the 1941 Compilation, or the 1953 Compilation.



3.1	<b>Product Development and Project Management</b> Describe your approach to product development; project management, including planning, staffing, performance monitoring and oversight; project coordination; and quality assurance and reporting.
3.2	What cost model do you use for <u>product development</u> if the solution is a <i>standard</i> solution with accommodations for each client’s needs? What cost model do you use for developing a <i>custom</i> solution? What are the ranges of costs that the Commission should anticipate? For <u>on-going costs after initial development and release</u> , would costs be on a usage basis, annual contracted amount or other method of calculation?
3.3	The Commission will be continuing to publish its current print, DVD and One Source publications, and maintaining three web sites until the release date for the new solution. Product development for the new solution will be parallel to the current publishing schedule with the current vendor. (See Specification 4.3 regarding the current One Source online product continuing for a specified amount of time after the release of the new solution.) Explain how you would manage and deliver a new solution using those parameters.

4.1	<p><b>Training and Support</b></p> <p>What software and licenses will the Commission use and will the software require training? Detail the specific software, including all necessary licenses that are proposed for your proposed solution. How would the Commission be trained in the operation and maintenance of the new software and system, and how long does it typically take to become fully trained? What is the range of costs for this initial phase of training?</p>
4.2	<p>How would you update the Commission’s training after the initial phase? Explain how software modifications or updates would be made available to Commission staff and how they would be trained on them. What is the range of costs associated with this training after the initial phase? Would your solution allow for existing Commission staff to train new Commission staff members?</p>
4.3	<p>What customer service and training of users do you provide given that the judiciary, legislature, state government, local public bodies, private attorneys and the public will need to be able to immediately access the laws on the day of release? For sixty days after the release of the new solution, or a reasonable period of time, the current One Source will be maintained to run parallel with the new online-only solution for ease of adoption by users. How will you manage that transition? What is the range of costs for such user support and training? Are these costs in addition to the ranges of costs requested in specifications 3.2, 4.1 and 4.2?</p>