

RFI# 24-430-001

New Mexico Public Regulation Commission

Questions and Answers

**Question:**

Your submission deadline for RFI# 24-430-001 is September 4, 2023, which happens to be the federally observed Labor Day holiday. Is it possible to get the submission deadline postponed a few days after the holiday?

**Answer:**

Changing the submission deadline would require an amendment to the RFI and since the submissions are to be made electronically the deadline will remain September 4, 2023

**Question:**

Section 5.1.a - How many actual end users will be using the software, not including public entities who submit pleadings and/or access public information via a public portal?

**Answer:**

120 end users excluding public entities who submit pleadings and/or access public information via a public portal.

**Question:**

Section 5.1.c - How many total users will need to be trained?

**Answer:**

120

**Question:**

Section 5.1.c - Does the PRC prefer the vendor-lead or a train-the-trainer approach?

**Answer:**

The PRC prefers a vendor-lead training approach.

**Question:**

How many physical locations are there where physical end users reside?

**Answer:**

The current office location is in the Bokum Building in Santa Fe. However, employees do telework from their homes on a regular basis.

**Question:**

Does the PRC have a preferred project duration in mind?

**Answer:**

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The PRC hopes to begin the project in April of 2024 and be completed by June 30, 2025.

**Question:**

Is there an existing legacy application that the PRC would like data and/or documents to be converted into the new system(s)?

- a. If so, how many source systems would need to be converted into the new system(s)?
- b. Are there any ancillary sources, such as homegrown databases, archived data, access databases, excel files, that are in scope?
- c. What data structures are used by the current CMS? This might be a database, text files, VSAM files, other or some combination of these.
- d. How many tables exist in the current database?
- e. Do you track financials in your current system?

**Answer:**

Yes, currently the PRC has e-docket for the electronic filing system. The data in e-docket is SQL. There is currently a way to assign an attorney to a case in e-docket. However, currently the PRC is using excel for a docket management system. Currently the PRC is manually performing the document review and using adobe to redact information.

- a) There is only 1 electronic filing system that would need to be converted into the new system. There is not a current system that is used for docket management or document review.
- b) There aren't any ancillary sources in scope.
- c) There isn't a current case management system in place.
- d) There are 284 tables in our current electronic filing system.
- e) No, we do not track financials in the current system.

**Question:**

How many cases are filed annually?

**Answer:**

Approximately over 300 cases a calendar year are filed annually. Within those cases there are up to 10,900 documents filed with those cases. Some files are as large as 1 gigabit of data each.

**Question:**

How many active cases are in the system? How many inactive cases are in the system?

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**Answer:**

Currently there are 181 active cases and 17,799 inactive cases.

**Question:**

Is a data conversion required, or could the system be implemented on a "go-forward" basis?

**Answer:**

Yes, a data conversion is required for the new electronic filing system. The docket management system could be implemented on a "go-forward" basis.