



**MINNESOTA  
JUDICIAL BRANCH**  
STATE COURT ADMINISTRATOR'S OFFICE

## **REQUEST FOR PROPOSALS**

### **Human Resources/Workforce Information System**

#### **I. REQUEST FOR PROPOSALS**

A. **Defined.** The State of Minnesota – State Court Administrator’s Office (SCAO) is using a competitive selection process (referred to herein as the “Request for Proposals” or “RFP”), is seeking proposals from qualified vendors to provide a single Human resources workforce/Human Capital Management Software solution to be used across all the Minnesota Judicial Branch (“MJB”). The new solution will replace elements that handle learning and performance, human resources forms and workflows, payroll, personnel transactions, and hiring and onboarding, as well as have new functionality and components such as the e-personnel filing system. The scope of this project will be to provide recommendations for the platform, technology, and processes which will make the new experience more efficient and consistent across the state making things clear and easy for both employees of the Judicial Branch, and the public. This is not a bid, but a Request for Proposals that could become the basis for negotiations leading to a contract with a vendor to provide the tool and services described in this document.

B. **Right to Cancel.** The state is not obligated to respond to any proposal submitted, nor is it legally bound in any manner whatsoever by the submission of a proposal. The state reserves the right to cancel or withdraw the request for proposals at any time if it is considered to be in its best interest. In the event the request for proposals is cancelled or withdrawn for any reason, the state shall not have any liability to any proposer for any costs or expenses incurred in conjunction with this request for proposals or otherwise. The state also reserves the right to reject any or all proposals, or parts of proposals, to waive any informalities therein, and to extend proposal due dates.

#### **II. PROJECT OVERVIEW**

A. **Minnesota Judicial Branch.** The MJB has 10 judicial districts with 296 district court judgeships, 19 Court of Appeals judges, and seven Supreme Court justices. The MJB is governed by the Judicial Council, which is chaired by Lorie S. Gildea, Chief Justice of the Minnesota Supreme Court. The Minnesota Judicial Branch is mandated by the Minnesota Constitution to resolve disputes promptly and without delay. An average of more than 1.1 million case types are filed in Minnesota district courts every year. For more information, please visit [www.mncourts.gov](http://www.mncourts.gov).

- B. **State Court Administrator's Office.** The mission of the State Court Administrator's Office (SCAO) is to provide leadership and direction for the effective operations of the MJB through support of the Judicial Council, oversight of all SCAO divisions, and coordination of legislative relations, ensuring the provision of sound legal advice, and monitoring MJB financial practices through the use of regular internal audits.

The State Court Administrator plans for statewide Judicial Branch needs, develops and promotes statewide administrative practices and procedures, oversees the operation of statewide court programs and strategic initiatives, and serves as a liaison with other branches of government.

- C. **Background:** Select a single modern HR workforce solution that will be used across all of the MJB.
- There are multiple HR and workforce systems in use currently at the MJB that span across multiple environments.
  - HRD Areas:
    - Learning
    - Performance
    - ePersonnel File
    - HR Flows and Workflows
    - Recruiting
    - Preboarding/Onboarding
    - Offboarding
    - Human Resources Transactions Form (HRTF)
    - Position Description Questionnaire (PDQ)
    - Discipline and Grievance Tracking
  - Several HR processes in place that are not streamlined and vary with completion time and efficiency

**Scope:**

This feasibility study is designed to:

1. Create detailed estimates for vendor selection.
2. Document requirements for vendor selection (including high-level workflows), in a current state analysis.
3. Complete the RFP (drafted, posted, reviewed).
4. Create an estimate of the work effort for implementation.
5. Vendor recommendation and implementation estimation presented to MJB leadership.

### **III. PROJECT GOALS**

The Branch has made deliberate decisions regarding which specific features it will consider for this phase of work. The below list outlines what is considered in scope for this RFP (full requirements included in APPENDIX A):

- A. This project will lead vendor selection efforts for a solution that will replace and enhance needed functions.
- B. Business process workflow: HR processes will be streamlined for efficiencies.
- C. Interoperability: This project will lead vendor selection efforts for a solution that will replace the current systems and tools. Areas of HR functions will interface without the need for data re-entry.
- D. User experience: A consistent interface that will enhance the user experience and interactions across the state making things clear and easy for employees from hire to separation in a single solution.
- E. Security and compliance: An electronic storage solution that can set standards for retention and accessibility in compliance with Judicial Branch policies and procedures and state and federal laws.
- F. Analytics: A robust reporting solution that provides a holistic view of the employee lifecycle and to make highly informed decisions for the organization.

### **IV. PROJECT DELIVERABLES**

Below are base expected deliverables based on the work outlined above. Respondents may include additional suggested steps to assist with this effort.

#### **1. Requirements review, design feature clarity**

- a. Prepare documentation defining all agreed upon features, feature functions and data requirements as an output of the functional requirements gathering meeting.
- b. Identify all Branch departments or services needed as part of the project.

#### **2. Planning and Process Flows**

- a. Define and document the development schedule to be followed for the term of this engagement.
- b. Construct a high-level functional flow diagram identifying infrastructure, IP addressing/Port requirements, and related Branch infrastructure expectations and requirements.

- c. Document all process flows, data flows, and data integration points

### 3. Wireframe Review

- a. Prepare all user interface screens for presentation to the Branch for review.
- b. Prepare necessary documentation to support screen design features and functions.

### 4. Integrations

- a. Identify and document potential integration requirements including data, data format requirements, permissions, modification to existing systems, processes, queries, databases, etc.
- b. Identify and document all other system integration requirements including data, data formatting requirements, permissions, and modifications to existing systems, processes, queries or databases.

### 5. Solution recommendation

- a. The Branch will follow a formal final evaluation process.

## V. TRAINING

- A. Create training materials and train on the system functionality.
  - Training for technical staff supporting application
  - Training for business staff to use process
  - Training for content contributors and Webmaster.
  - Create system overview communication plan.

## VI. SUBMISSION REQUIREMENTS.

- A. **General Requirements** – each response must include the following or it may be excluded from moving through to the next phase of response scoring:
  1. **Certificate of Insurance.** Each proposal shall contain acceptable evidence of compliance with the workers' compensation coverage requirements of Minnesota Statute § 176.181, subd. 2. Vendor's RFP response must include one of the following: (1) a certificate of insurance, or (2) a written order from the Commissioner of Insurance exempting you from insuring your liability for compensation and permitting him to self-insure the liability, or (3) an affidavit certifying that you do not have employees and therefore are exempt pursuant to Minnesota Statutes §§ 176.011, subd. 10; 176.031; and 176.041. *See* Sections XVI-XVII of the sample State contract in Appendix III for details on additional insurance requirements that must be provided upon request of the State.

2. **Affirmative Action Certification.** If the vendor's proposal exceeds \$100,000.00, the RFP response must include a completed Affirmative Action Statement and Certificate of Compliance, which are attached as Appendix I.
3. **Conflict of Interest Disclosure.** Vendor must complete the Conflict of Interest Disclosure Form (Appendix II) and include it with its RFP response.
4. **Contract Terms – acknowledgment of a and b.** The State's proposed contract templates are set forth in Appendix III (contract) and Appendix IV (subcontractor participation agreement). No work can be started until a contract (and where necessary a subcontractor participation agreement), in the form approved by the State Court Administrator's Legal Counsel Division, has been signed by all necessary parties in accordance with state court procurement and contract policies. The templates included in the appendices are sample forms and are not to be interpreted as offers.
  - a. By submitting a response to this RFP, Vendor accepts the standard terms and conditions and contract set out in Appendices III and IV, respectively. Much of the language included in the standard terms and conditions and contract reflects requirements of Minnesota law.
  - b. Vendors requesting additions or exceptions to the standard terms and conditions or contract terms shall submit them with their response to the RFP. A request must be accompanied by an explanation why the exception is being sought and what specific effect it will have on the Vendor's ability to respond to the RFP or perform the contract. The State reserves the right to address nonmaterial requests for exceptions to the standard terms and conditions and contract language with the highest scoring Vendor during contract negotiation.
  - c. The State shall identify any revisions to the standard terms and conditions and contract language in a written addendum issued for this RFP. The addendum will apply to all Vendors submitting a response to this RFP. The State will determine any changes to the standard terms and conditions and/or contract.
5. **Evidence of Financial Stability.** Vendor's RFP must provide evidence of Vendor's financial stability as an indicator of Vendor's ability to provide services irrespective of uneven cash flow.

6. **Financial Stability-Related Trade Secret.** The Minnesota Rules of Public Access to Records of the Judicial Branch permit vendors to submit evidence of financial stability as trade secret information according to the following:
  - a. The evidence-of-vendor's-financial-stability must qualify as a trade secret under Minn. Statute § 325C.01 or as defined in the common law;
  - b. The vendor submits the evidence-of-vendor's-financial-stability on a separate document (but as part of their complete submission) and marks the document(s) containing only the evidence-of-vendor's-financial-stability as "confidential;"
  - c. The evidence-of-vendor's-financial-stability is not publicly available, already in the possession of the MJB, or known to or ascertainable by the MJB from third parties.

Except for financial stability information submitted in accordance with this section, do not place any information in your proposal that you do not want revealed to the public. Proposals, once opened, become accessible to the public except for financial stability information submitted in accordance with this section. Please also note that if a vendor's proposal leads to a contract, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term and scope of work.

7. **Equal Pay Certification.** The Equal Pay Certification (EPC) requirement for vendors was signed into law in May of 2014. If a vendor proposal is estimated at \$500,000.00 or more, the vendor must complete the EPC with the MN Department of Human Rights and attach a copy of that certification to the response (see Appendix V). For more information on the EPC see the Minnesota Department of Human Rights website at: <https://mn.gov/mdhr/certificates/apply-renew/>
8. **Vendor Security Compliance Questionnaire.** Vendor's RFP must provide evidence of Vendor's security measures as an indicator of Vendor's ability to provide security for MJB records. A completed Appendix C must accompany each Vendor response. The yes/no/N/A responses from each vendor's completed security questionnaire will be considered publicly accessible.
9. **Security Measures-Related Trade Secret.** The Rules of Public Access to Records of the Judicial Branch permit vendors to submit evidence of security measures as trade secret information according to the following:

- a. The evidence-of-vendor's-security-measures must qualify as a trade secret under Minn. Statute § 325C.01 or as defined in the common law;
- b. The vendor submits the evidence-of-vendor's-security-measures on a separate document (but as part of their complete submission) and marks the document(s) containing only the evidence-of-vendor's-financial-security measures as "confidential;"
- c. The evidence-of-vendor's-security-measures is not publicly available, already in the possession of the MJB, or known to or ascertainable by the MJB from third parties.

Except for financial stability information submitted in accordance with the prior section and security measures information submitted in accordance with this section, do not place any information in your proposal that you do not want revealed to the public. The yes/no/N/A responses in the security questionnaire will be considered publicly accessible. Proposals, once opened, become accessible to the public except for financial stability information and security measures information submitted in accordance with the requirements in this document. Please also note that if a vendor's proposal leads to a contract, the following information will also be accessible to the public: the existence of any resulting contract, the parties to the contract, and the material terms of the contract, including price, projected term and scope of work.

**B. Project-Related Submission Requirements**

Each response must include the following or it may be excluded from moving through to the next phase of response scoring:

1. A cover sheet including:
  - a. Vendor's registered name
  - b. Individual representative contact information,
  - c. email address,
  - d. business address, and
  - e. Phone numbers.

Your proposal must be signed, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm. This can be done on vendor informational cover sheet as stated in Project Related Submission Requirements;

2. An overview that reflects the vendors' understanding of the efforts described in this Request for Proposals and the project deliverables;
3. A detailed explanation of how the Vendor proposes to meet the Project objectives and requirements set forth above, including descriptions of the methodology that will be used and examples of the deliverables that will be produced;
4. If Vendor has no Minnesota based presence, a detailed explanation of how the Vendor proposes to complete in person meetings and deliverables.
5. A proposed timeline to complete the project or effort.
6. Provide a not-to-exceed cost to include identification of the assumptions made and the rationale used to prepare the estimate.
7. A description of completed similar projects that demonstrate the Vendor's experience and area of expertise, including Vendor's ability to provide the stated Deliverables;
8. At least three (3) client references with appropriate contact information that the Vendor has performed work for in the past three (3) years and that can attest to vendor ability to complete work as stated;
9. A written statement acknowledging either no conflict of interest or identifying any conflicts of interest as it relates to this project;
10. If it's a hosted solution, provide a detailed explanation of all service level agreements;
11. If the proposal includes new software development, provide a detailed explanation of the terms of the warranty, including defect management and enhancement requirements;

### **C. Pricing**

1. All prices quoted must be firm and not subject to increase unless otherwise provided for in this RFP. Price reductions must immediately be passed on to the State whenever they become effective. Prices must be quoted in United States currency.
2. Travel, administrative, overhead and other related charges and expenses shall be included in the prices set forth in the proposal.

3. A unit price and a total for the quantity must be stated for each item quoted. In case of an error in the extension or total, the unit price prevails.
4. No more than one unit price may be quoted on any one item unless otherwise provided for in the RFP.
5. DO NOT INCLUDE sales tax in pricing. The State holds Direct Payment Permit 1114 and pays tax directly to the Department of Revenue.
6. The State is relieved of all risks of loss or damage to the equipment during periods of transportation, installation, and during the time the equipment is in possession of the State, unless and until such time as unencumbered title for the goods are vested in the State and the goods are in exclusive possession of the State.

## **VII. PROPOSAL EVALUATION.**

- A. The State will evaluate all complete proposals received by the deadline. Incomplete proposals, late proposals, or proposals sent to any other address will not be considered. In some instances, an interview or demonstration may be part of the evaluation process.
- B. The first part evaluation will be limited strictly to the general submission requirements and project specific requirements as outlined in Section VI, A & B.
- C. The second part evaluation of all proposals shall be based upon deriving the “Best Value” for the State. Best Value means achieving an appropriate balance between price and other factors that are key to a particular procurement. A procurement that obtains a low price but does not include other necessary qualities and features of the desired product or service does not meet the Best Value criterion. Factors upon which the proposals will be judged include, but are not limited to, the following:
  1. Vendor’s industry experience and previous experience in performing similar work;
  2. Thoroughness, quality, specificity, robustness, flexibility of Vendor’s approach/ methodology;
  3. Cost estimate;
  4. Vendor’s product and/or service delivery methodology;
  5. Reliability of product or service;

6. Closeness of fit with technical requirements;
  7. Financial stability of the organization; and
  8. Vendor's past performance and client references.
- G. The State reserves the right to determine, at its sole and absolute discretion, whether any aspect of a proposal satisfactorily meets the criteria established in this RFP.
- H. The State reserves the right to request additional information from Vendors during any phase of the proposal evaluation process. During the evaluation and selection process, the State may require the presence of Vendor's representatives at a vendor conference. During a vendor conference, a vendor may be asked to provide a demonstration of the product and/or to answer specific questions. Vendors are required to travel at their own expense to for the demonstration of the product and answer questions. Notification of any such requirements will be given as necessary.
- I. The State may elect not to award a contract solely on the basis of this RFP, and will not pay for the information solicited or obtained. The information obtained will be used in determining the alternative that best meets the needs of the State.

## VIII. SUBMISSION OF PROPOSALS.

### A. **Proposal Timeline.**

1. Posting Date on State MJB Website [MJB Court Public Website - Public Notice](#) : **Monday January 3<sup>rd</sup>, 2021; 4:00 PM Central**
2. Questions Due: **Friday January 14<sup>h</sup>, 2022; 11:59 PM Central**
3. Answers Posted: **Friday January 21<sup>st</sup>, 2022 11:59 PM Central**
4. Proposal Submission Deadline: **Tuesday February 15<sup>th</sup>, 2022 11:59 PM Central**
5. Vendor conferences will be scheduled if needed.
6. Subsequent selection as soon thereafter as possible.
7. Acceptance and rejection letters will be sent via the Branch contact email to all entities providing a response to this RFP.

### B. **Amendments.** Any amendments to this RFP will be posted on the MJB website.

- C. **Questions.** All questions about this RFP must be submitted in writing via email to the State's sole point of contact identified in this paragraph no later than **Friday January 14<sup>th</sup>, 2022; 11:59 PM Central**. Other court personnel are not allowed to discuss the Request for Proposals with anyone, including responders, before the proposal submission deadline.
- D. **Answers to Questions.** Timely submitted questions and answers will be posted on the Judicial MJB website by the end of the day on **Friday January 21st, 2022 11:59 PM Central** and will be accessible to the public and other proposers.
- E. **Sealed Proposal and Submittal Address.**  
Sealed Proposal and Submittal Address. Your proposal must be submitted in writing, electronically, by the date specified in Section VI. Submission Proposals, Section A. Proposal Timeline, to the following email address in order to be considered for this proposal.  
Please send submissions to:  
Mitchell Gardner, Project Manager – [Mitchell.gardner@courts.state.mn.us](mailto:Mitchell.gardner@courts.state.mn.us)
1. The submission must include 3 distinct submissions:
    - i. The proposal as a response to this RFP
    - ii. Financials
      1. Statement of Financial Viability
      2. Evidence of Financial Stability
      3. Statement of Proposal Costs
      4. Costs must be categorized based on deliverables as outlined in Section III. Project Deliverables
    - iii. Other Required Submissions
      1. Certificate of Insurance
      2. Affirmative Action Certificate
      3. Non-Collusion Affirmation
      4. Acknowledgement of Contract Terms
      5. Equal Pay Certificate
      6. Conflict of Interest Statement
      7. Vendor Security Compliance Questionnaire
- F. **Signatures.** Your proposal must be signed, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm. This can be done on vendor informational cover sheet as stated in Project Related Submission Requirements.
- G. **Ink.** Prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person signing the proposal.
- H. **Deadline; Opening; Public Access.** Proposals must be received no later than **Tuesday February 15<sup>th</sup>, 2022 11:59 PM Central**. Proposals will be opened the

following business day and once opened become accessible to the public (except financial stability information submitted as a trade secret in accordance with the instructions in Section VII(A)(6) of this RFP). With the exception of evidence-of-vendor's-financial-stability trade secret information submitted in accordance with the instructions in Section VI(A)(6) of this RFP, do not place any information in your proposal that you do not want revealed to the public. All documentation shipped with the proposal, including the proposal, will become the property of the State.

- I. **Late Proposals.** Late proposals will not be accepted or considered.
- J. **Selection Timeline.** Vendor selection will be as soon as possible after the proposal submission deadline.

**Appendix A**  
Solution Detailed Requirements

This section describes the solution requirements. Each requirement has been identified as Must Have or Nice to Have. Please indicate Yes if the requirement will be met and No if the requirement will not be met. If you indicate Yes, please specify if the functionality is out-of-box or if it requires a customization and any additional detail on how the requirement will be met.

**Solution Detailed Requirements – Must Have**

Req #	Requirement	Yes/No	Additional Detail
<b>Core</b>			
1	Ability to customize branding, welcome page, etc.		
2	Ability to create custom fields for all HR functions that exist in the system. e.g., user, performance, learning, recruiting, onboarding, etc.		
3	Spell check and dictionary, preferably with ability to customize and remember additions.		
4	Ability to customize navigation for business needs and user experience.		
5	Ability to brand forms, workflows, and pages.		
6	Ability to create and maintain a central dashboard.		
7	Audit trails for all additions, updates, and changes. E.g., user record, transcript history, name changes, and cross referencing.		
8	Ability to have differing timelines for processes scheduled and customized. Ability to program in process timelines to have all forms conform to those guidelines. Such as the ability for the Administrator to make a process change for employees on extended leave (suspend /delay the process for active tasks)		

9	Application provides a user-friendly and intuitive interface for administrators to build & configure workflows without the need for vendor support and services.		
10	Ability for administrators to assign workflows		
11	Workflows in the tool can support conditional workflows. Exceptions routed for further review.		
12	Workflows allow for typed signature using log-in credentials (e-signatures) for all parties in all processes.		
13	Proxy as a user to view their screen for troubleshooting/ assistance, with an audit trail		
14	Ability to have simple coding or no coding for inserting hyperlinks, formatting paragraphs and text, etc.		
15	Allow administrators to determine which fields are required for completion by candidate and/or hiring supervisors. Ability to set fields to required or required based on conditional logic		
16	Ability to have built in approval processes		
17	Ability for system to create and automatically calculate fields based on predefined criteria		
18	Ability to have user help options such as an embed field within a workflow via informational "I" buttons and/or hover text.		
19	Ability to create customized forms that allow for functions such as percentages, calculations, and data sources		

20	Predefine workflow tasks that vary according to the position/job classification being filled.		
21	Ability to export to PDF and Excel; ability to print from system		
22	Ability to easily sort, filter, and report by location specific processes.		
23	Automated prompts and reminders of tasks to be completed; preferably linked to Microsoft Outlook 365 to send reminders for trainings, performance reviews, interview schedules, etc.		
24	Ability to perform bulk import using a data load tool upon implementation		
25	Ability to upload data from PeopleSoft payroll system.		
26	Option to update personnel changes such as hiring, position changes, termination; across all processes simultaneously or one by one.		
27	Interface & data transfer between connected systems within the solution with a clean, intuitive interface (i.e., add trainings from learning into a goal/development plan in the performance systems, have job description pull into job postings and HR forms as needed)		
28	Ability to create email templates that integrate with Outlook 365 and allow administrators to customize verbiage on the templates.		

29	Ability to send past-due and/or upcoming due reminders		
30	Ability to generate notifications to external users. E.g., job applicants, justice partners (stakeholder feedback), new hires prior to hiring them into the system		
31	Provides ability to notify other areas of organization for new hire, position change, or termination (IT network, payroll, etc.)		
32	Retain a notifications log to view the emails that have been sent to users within a specified time period. Minimum of 30 days history.		
33	Structures the organization chart based on the reporting relationships defined for each employee. Can display or export the organization chart to PDF		
34	Generate reports on any fields, including custom fields, that exist in the system.		
35	Ability to see when forms, processes, etc. were last updated/modified (date/time stamp).		
36	Ability to create charts in reports and publish to dashboards within the system, with ability to customize level of access.		
37	Ability for administrators to share reports and constrain reports based on administrator's or user's permissions when reports are shared.		
38	Delivers robust reporting, including exception reporting for compliance purposes.		
39	Allow for predictive staffing models with inclusion of financial/budget information		

40	Data driven insights that uses statistics and capture trends from existing data in order to predict future outcomes. E.g., turnover modeling, retirement projections, recruiting effectiveness, demographics/diversity of workforce		
41	In addition to Single Sign-On, solution needs the ability for users to log in with a username password and allow ability to retrieve/reset password.		
42	Supervisors can check the status of their open tasks.		
43	Supervisors can run reports for their direct employees on all HR functions, and the reports are restricted		
44	Ability for supervisors to view employee's profile to track their education, goals, and other open tasks.		
45	Ability to create and maintain distinct information that capture, store, and categorize all organization and employee data within the system. E.g., position, bargaining unit/union, department, county, pay band/salary range, position description catalog of work, job family		
46	Ability to create groups from data elements that exists in the system for employees through business requirements. (i.e., Department/County, Position, Bargaining Unit/Union)		
47	Search capabilities throughout the system on all HR functions from recruiting, learning, performance, user and much more		

48	Allow administrators to establish access levels in the system by role. E.g., system administrator, learning administrator, recruiter, hiring supervisor		
49	Ability to retain employee records, job classifications, forms and documents in a repository that has secured access in place and allows for versioning.		
50	Maintain employee information for all employment-related details, e.g., employee ID number, hire date, job position, etc. Able to set retention periods for the stored data		
51	Ability for employees to use "display names" instead of legal names and have it pull throughout the system. e.g., notifications, forms		
52	Maintains employee exit interview information entered into the system		
53	Solution must provide an API that allows authorized applications to interact with CMS data or content.		
<b>Recruiting</b>			
54	Ability to choose to show or not show step in the hiring process to candidates.		
55	Ability for administrator to upload resumes and other attachments on behalf of candidate.		
56	Contains history of one candidate record with all the associated recruiting activity		
57	Allows candidates to modify, add or replace their existing resume/attachment after initial submission.		
58	House interview question templates for each job posting, allowing hiring supervisors and recruiters to modify as needed, and record interview notes		

59	Search candidates based on a variety of criteria (e.g., skills, prior employers, etc.)		
60	Hiring supervisors and recruiters can view and print candidate's application and supporting attachments Throughout the whole process		
61	Ability to send turndown letters.		
62	Generate job offer letters		
63	Job seekers can set up alerts for job postings based on selected job categories of interest.		
64	Hiring supervisors and recruiters can view communication history		
65	Ability to refer candidates to hiring supervisors		
66	Ability to create supplemental questions.		
67	Ability to evaluate/screen candidates manually or automatically through a set of predefined "minimum qualifications"		
68	Ability to view and move candidates by step in the hiring process.		
69	Ability for candidates to self-schedule interview based on specified dates/times.		
70	Allows administrators to schedule interviews and notify interviewers of interview schedule and location		
71	Document job offer information of candidates.		
72	Ability to create job categories. Job postings should be allocated to the job categories based on the classification		

73	Ability to pull minimum qualifications, salary info and other information from the job classification into the job posting. Job postings will include FLSA type, salary range, full/part time and other information from the job classification specification.		
74	Supervisor or HR Admin initiates a job requisition request of a new position or fill a vacant position to start the hiring process.		
75	Ability for HR or Admin to authorize a job posting requisition.		
76	Provide a requisition library of job templates that can be utilized when creating job posting requisitions.		
77	Ability for supervisor to draft the job posting and sends to HR or Admin for review and finalization of the job posting.		
78	Embedded workflow for approvals on organization process including job posting requisition approval, offer approval, etc.		
<b>Pre-boarding and On-boarding</b>			
79	Ability to enter new hires before start date and have them start paperwork.		
80	Ability to provide electronic new hire packets		
81	Ability to notify new hire, supervisors, and HR of activities they need to complete and send reminders.		

<b>Discipline and Grievance Tracking</b>			
82	Ability to generate reports based on volumes and historical trends of all processes (discipline, investigation, grievance, and appeals) by a variety of criteria including location, type, union, etc. Access would be restricted to personnel to those with a business need to see the reports		
83	Ability to view a list of discipline, investigations, grievances or appeals that are currently in process and be able to drill down to view details about each. Access would be restricted to personnel to those with a business need to see the reports		
84	Ability for violations to follow separate paths if one or more violations occurred at the same time.		
85	Ability to track the type of leave the employee is determined to be on		
86	Ability to automatically add any documentation related to the investigation, discipline and/or grievance to the employee's personnel file.		
87	In the event a dispute goes to labor arbitration, ability to capture the Arbitrator's name and information		
88	Ability to search for cases by the ID, Type, Employee Name, dates, by Category, by Outcome, etc.		
89	Ability to view history of discipline cases by type, issue, location, contract, etc.,		
90	Ability to view history of discipline cases by policy number		
91	Ability to generate grievance reports – by department/county, by union, by some sort of grievance type contract provision, what step it ended at, final outcome, etc.		

92	Ability to delete all references related to the investigation if an investigation is determined as not needed.		
<b>Learning</b>			
93	Provide a centralized location for all trainings and education programs		
94	Easy to navigate to course catalog to enroll in courses		
95	Ability to create business rules to define access in course catalogs		
96	Ability for administrator to set registration deadline for conferences and in-person/virtual classrooms.		
97	Ability for administrators to cancel a session for in-person/virtual classrooms.		
98	Ability to set minimum and maximum seat limits for virtual and in-person classrooms.		
99	Ability to administer in-person, hybrid, and virtual training events and conferences to internal and external parties.		
100	Ability to upload SCORM and AICC content.		
101	Ability to modify or replace SCORM and AICC content after initial submission.		
102	Ability to deploy new version of SCORM and AICC content to current users who are enrolled.		
103	Ability to group trainings into a learning path.		
104	Ability to modify trainings (remove/add) in existing learning paths.		
105	Ability to deploy new version of the learning path to current users who are enrolled.		
106	Ability to use the same course placing into different curriculums.		

107	Ability for employees to add external trainings to their transcripts		
108	Ability to modify, replace or version a material.		
109	Ability to deploy new version of the material to current users who are enrolled.		
110	Ability for administrators to dynamically assign trainings to a group of employees. E.g., new hire curriculum based on hire date		
111	Ability to create training approvals for courses.		
112	Ability to send direct links to registration pages or trainings including external users and employees.		
113	Ability to limit and prioritize registration seats by department or other factors.		
114	Ability to manage waitlists on first come, first served or prioritize seats.		
115	Ability for supervisors to assign trainings to their employees.		
116	Ability for administrators to assign trainings to individuals and/or groups of employees.		
117	Ability for employees to track progress on learning activities.		
118	Education credits are automatically track on the employee's transcript upon completion/attendance. System is able to remove informal training time (breaks) to assign the formal training time (credits) to employees.		
<b>Performance</b>			
119	Contain a repository of core competencies.		
120	Ability for any user to send recognition to any other user.		

121	Ability for supervisors to facilitate in year-round stakeholder feedback to aid in employee development.		
122	Ability to create and maintain a repository of goals		
123	Ability for supervisor to assign the same goal to one or more of their employees at the same time		
124	Provide a tool solely for supervisor use that has access restrictions to store ongoing coaching notes and document observations on employee's performance.		
125	Support creation and maintenance of multiple salary structures, pay bands and ranges.		
126	Ability for administrators to create performance discussion templates. E.g., quarterly check-in, 1-1 meetings		
127	Ability for supervisors to schedule conversations with performance discussion tool using templates		
128	Ability for supervisors and employees to modify performance discussion templates		
129	Ability for supervisors and employees to collaboratively manage the shared performance discussion meetings/check-ins.		
130	Ability for supervisor to access all past evaluations and self-evaluations for individual employees.		
131	Ability to cascade organizational, divisional, and/or team goals in performance reviews		
132	Ability for multiple supervisors (co-reviewers) to rate one individual employee, or transfer to each other.		
133	Ability for administrator or supervisor to reopen performance reviews.		

134	Saves performance review in draft and provides option to return to complete.		
135	Enables administrators to assign different performance review forms for different employees with the same review cycle/process. e.g., from individual contributor form to supervisor form		
136	Tracks performance review status and dates.		
137	Enables administrators to view the status of a performance review process at any time.		
138	Allow administrators to extend due dates of a process or for an individual.		
139	Provide entry and repository for performance reviews, stakeholder feedback, peer feedback, goal setting and goal tracking.		
140	Ability to designate steps in performance reviews as optional. E.g., HR Reviewer		
141	Ability for the system to assign employees a performance review based on the predefined set of rules. As employee information changes (position changes, newly hired, separations, etc.), they are automatically added or removed if the rules apply to them.		
142	Ability to specify whether emails are turn on or off for a step E.g. HR reviewer		
<b>Personnel Records</b>			
143	Check-in/check-out capabilities.		
144	Design rules-based routing to streamline forms to proper personnel files.		

145	Identify/flag personally identifiable information and apply enhanced security controls on sensitive information.		
146	Ability to upload documents into personnel files.		
147	Ability to set retention schedule on specific types of documents or based on event triggers.		
148	Ability to extract metadata from email and scanned documents.		
149	Ability to manually redact documents.		
150	Ability to track document versions.		
151	Ability to set access on and distinguish between public access and private information within the system. Within the system there will need to be additional access set for staff.		
152	Ability to categorize documents, e.g., medical records and limit access based on defined criteria.		
153	Ability to set and tag folders or documents that are in litigation.		
154	Archive personnel files when employees separate, with prompt approval for destruction based on records retention.		
155	Automatic purge files that have met the retention criteria.		
156	Provide metadata on files that were purged or which files were purged.		
157	Ability for supervisors to create a personnel file with appropriate access restrictions for their employees that is separate from the official personnel file.		
<b>Off-boarding</b>			
158	Tracks separations by reason.		
<b>Vendor Support and Services</b>			
159	Development of service/maintenance agreement and what occurs after the		

	service/maintenance agreement expires		
160	24/7 technical assistance; customer assistance portal to submit tickets for service including online resources.		

### Solution Detailed Requirements – Nice to Have

Req #	Requirement	Yes/No	Additional Detail
<b>Core</b>			
161	Ability to create customized pop-up errors when specific conditions are not met so user can be provided with helpful, meaningful instructions.		
162	The solution should have leave management and attendance tracking built-in to the solution.		
163	Tracks open positions/vacancies in the organization chart.		
164	Solution should allow for interaction with XML		
165	Ability to integrate with Zoom and other videoconferencing tools to conduct virtual job interviews.		
166	Ability to securely integrate with employee/background checking services.		
167	System has a survey tool or can interface with Question Pro		
168	Ability for administrator to create email digest notifications.		
169	Ability for reports to be scheduled for automatic email delivery.		
170	Supervisors can create ad-hoc, custom reports on all HR functions including their direct employees. These are additional reports that don't exist in the system by default, ability to create custom reports.		
<b>Recruiting</b>			

171	Ability to create and perform skill-based assessments in the system, or ability to integrate with 3rd party assessment tools.		
172	Ability for candidates to add interview invitations to their calendars		
<b>Discipline and Grievance Tracking</b>			
173	Ability to automatically create emails that can be sent out from templates		
<b>Learning</b>			
174	Ability to perform a full-text search engine by keyword, course title, description, etc. and filter in the course catalogs to quickly find trainings.		
175	Ability to create training evaluation templates.		
176	Curated course content from different training types such as videos, material, classroom, etc. E.g., playlist		
177	Ability to track certifications and when it is coming due.		
178	Ability to provide an electronic certificate of completion that includes signatures from the proper users.		
179	Instructor ability to email students, print student rosters, update course attendance and information		
180	Customizable conference registration form capabilities.		
181	Built-in conference registration form or integrate with any 3rd party software. E.g., QuestionPro		
182	Ability to assign partial education credits based on attendance at the conference/event. E.g., attended 3 out of the 5 sessions. Each session is an hour, total of 3 credits.		
183	Built-in content authoring tool.		

184	Ability to track faculty teaching hours. Employee or judge who teaches a course or provides on-the-job training, may be credited at the rate of one credit for each hour of instruction. An employee may claim up to five hours for teaching in any one fiscal year and credits should be added into the transcript upon approval.		
185	Provide a database to track internal and external faculty by subject matter or topic area.		
186	A searchable repository of training materials that can be organized for users to search, enroll, or add to favorites.		
187	Ability for learning administrator to skip training approvals on behalf of supervisor		
188	Ability to track costs for trainings. E.g., hotel, parking, course materials		
189	A shared collaborative community that contains discussion board and activities. E.g., cohort programs		
190	Ability for program supervisor/coordinator to update the shared collaborative community.		
191	Customizable training forms. E.g., training applications, tuition reimbursement, dietary restriction forms, etc.		
192	Allows administrators to quickly and easily document gathered learning after the learning takes place and give credit to the group of users who took the training outside of the system.		
193	Ability to assign due dates for course completions.		
194	Provide the ability to build reporting, including benchmarks, cost-benefit analysis, learning program evaluation.		
195	Provide the ability to apply consistent education/training reporting standards across the organization.		

196	Ability for administrator to set transcript preferences to organize transcript by fiscal year, set rules on when to archived, etc.		
197	Ability for employees to remove a not-started or in-progress training from their transcript.		
<b>Performance</b>			
198	Ability to download a copy of the performance review to work offline and upload the review.		
199	Ability for user to add their recognition received from peers from their emails into recognition tool.		
200	Ability to pull feedback from the current review period into performance reviews.		
201	Fully interconnected performance and learning management system to link development plans or add trainings into performance reviews.		
202	Ability to bulk export performance reviews into pdfs.		
203	Ability to complete a mass sign off/review E.g., HR Reviewer		
<b>Personnel Records</b>			
204	Connect classifications to point factors and pay ranges; same classes sometimes have different pay ranges		
205	Ability to automatically redact documents		
206	Enforce naming conventions of documents		
<b>Off-boarding</b>			
207	Enables supervisor self-service request for separation workflow.		

## Appendix B – Technology/Software Requirements (ITD)

This section describes the technical requirements. Please indicate Yes if the requirement will be met and No if the requirement will not be met. If you indicate Yes, please provide additional detail on how the requirement will be met.

Req #	Requirement	Yes/No	Additional Detail
208	Ability to manage security by role (employee, supervisor, administrator, etc.)		
209	Ability to allow users to access system through a single sign on and through Citrix and VPN.		
210	Ability to integrate with MJB identity providers using SAML 2.0, ADFS or Active Directory.		
211	Independent audit of security controls performed at least once every calendar year according to SOC2, ISO 27001 or FedRAMP. Independent audit to be performed by third party security professionals at vendor's expense.		
212	Cloud services to be maintained continuously in the event of a disruption of operations. Vendor must provide their service levels regarding recovery time objective (RTO) of and recovery point objective (RPO) in the case of outage		

213	Application develop shall follow a secure development process that includes security best practices for application code to address the current version of the OWASP top 10 and CWE/SANS top 25 vulnerabilities.		
214	Product code shall be reviewed and identified security flaws corrected prior to being placed into production. Vendor to maintain and provide upon request, supporting documentation of code reviews.		
215	Product should gracefully handle errors and exceptions to ensure error messages must not contain sensitive information.		
216	Utilize Web Application Firewall to provide protections against attacks.		
217	All data in transit must be encrypted with at least AES128. Provide transport layer security TLS 1.2 or higher. Encryption keys must be unique to MJB data. Encryption keys are to be protected and only accessed as necessary.		

218	All production and disaster recovery data centers that store, process or transmit MJB data will be maintained in continental United states.		
219	All MJB data will be stored, processed, and transmitted only in the continental United States.		
220	All monitoring and support of cloud services are within the continental United states.		
221	All MJB data will be stored, processed, and maintained on designated virtual or physical servers and at no time will be processed on or transferred to any portable computing device or portable storage medium.		
222	Will record audit-logging information to include but not limited to, authentication successes and failures, authorization (access control) failures, session management failures, input validation errors, application errors and modifications to configuration. Audit logging information will be retained for at least one year.		

223	Product logs must contain date and time, process/transaction identifier, identifier for requestor, identifier for object action performed upon, action result (e.g, allowed or denied.) Product logs must contain true originating IP address.		
224	Must have ability to forward logs to a remote log server or SIEM.		
225	Data migration of existing content into new system.		
226	Solution complies with WCAG 2.1 at the AA level for digital accessibility.		
227	Must be compatible with common browsers such as Edge & Chrome		
228	Must be able to run on Windows 10		
229	Must use Microsoft SQL		
230	Preference for mobile app that connects to system instead of mobile web access.		
231	User friendly on a mobile device		
232	Ongoing vendor support for technical items/scheduled updates.		

## Appendix C – Cyber Security Questionnaire

Select the appropriate answer in the Response section and provide additional details and supporting material to support the response.

Question	Requirement	Response
1.	Does the contracted vendor have a designated individual responsible for information security within the organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Please provide the name and email address of the designated individual responsible for information security within the organization.	
3.	Does the contracted vendor have an information security policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	If so, has your information security policy been approved by management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	How frequently are employees, contractors, and individuals working on behalf of the organization trained on your information security policy?	
6.	Are security-related roles and responsibilities of employees, contractors, and individuals working on behalf of the contracted vendor defined and documented in accordance with the information security policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Has an information security awareness and training program been established providing general awareness and role specific (e.g., secure coding, CJIS, etc.) security training to all employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Are background screenings of employees, contractors, and individuals working on behalf of the organization performed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	If so, do these background screenings include criminal, credit, professional/academic and reference checks?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question	Requirement	Response
10.	Does the contracted vendor confirm they will: (1) locate all production and disaster recovery data centers that store, process, or transmit Minnesota Judicial Branch data only in the continental United States; (2) store, process, and transmit Minnesota Judicial Branch data only in the continental United States; and (3) locate all monitoring and support of all cloud computing or hosting services only in the continental United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Does the system/solution/service delivered to the Minnesota Judicial Branch provide password protection and security controls to prevent unauthorized access to or use of the system and data?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Does the contracted vendor confirm system/solution/service encrypts sensitive data in transit and at rest using industry standard encryption protocols?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Is Anti-Malware software installed, running and maintained on all contracted vendor systems?	
14.	What types of physical protection do you have in place to prevent unauthorized access to data or infrastructure assets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15.	Will physical access to information systems be controlled and restricted to only those that need to physically access these systems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
16.	If so, are access logs maintained demonstrating compliance with these practices?	Yes <input type="checkbox"/> No <input type="checkbox"/>
17.	Does the contracted vendor confirm no data of any kind shall be transmitted, exchanged, or otherwise passed to or accessed by other vendors or interested parties (except on a case-by-case basis) as specifically agreed to in writing by the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
18.	Will encryption keys be managed at least in part by the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
19.	Will all data be stored, processed, and maintained solely on designated servers?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question	Requirement	Response
20.	Will you ensure no data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium unless that storage medium is used as part of the organization's designated backup and recovery processes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
21.	What processes are in place preventing exfiltration of sensitive data - particularly sensitive customer data like ours?	
22.	Are all Information systems configured to industry security best practices (e.g., CIS, NIST, etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
23.	Will the system/solution/service be developed according to secure software development best practices (e.g., OWASP, SANs SWAT etc.)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
24.	Are vulnerability tests (internal/external) performed on all applications and platform?	Yes <input type="checkbox"/> No <input type="checkbox"/>
25.	Will the contracted vendor provide the most recent vulnerability tests to the Minnesota Judicial Branch upon request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
26.	Will any source code and object code be made available for vulnerability scanning by the Minnesota Judicial Branch upon request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
27.	Does the vendor have a process in place to remediate vulnerabilities in a timely manner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
28.	Is the system/solution/service the contracted vendor delivers to the Minnesota Judicial Branch capable of integrating with the Security Incident Event Management (SIEM) system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
29.	Are the system/solution/service's storage processes, backup storage processes, and security procedures implemented ensuring no loss of data or unauthorized access to data?	Yes <input type="checkbox"/> No <input type="checkbox"/>
30.	Are firewalls in place at the network perimeter and between the internal network segment and any DMZ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question	Requirement	Response
31.	Are systems and applications patched in a timely manner to ensure the confidentiality, integrity, and availability of the information system?	Yes <input type="checkbox"/> No <input type="checkbox"/>
32.	If applicable, will online transactions conform to commercial security standards and measures such as TLS, and others?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
33.	If applicable, are temporary files for all secure online transactions securely and permanently deleted when said transaction is complete?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
34.	Does the system/solution/service provided to the Minnesota Judicial Branch comply with the National Institute of Standards and Technology (NIST) Recommended Security Controls for Federal Information Systems and Organizations, Special Publication 800-53 revision 4, for (High) system in accordance to Minnesota Judicial Branch data classification?	Yes <input type="checkbox"/> No <input type="checkbox"/>
35.	Are independent security audits of the system/solution/ service, processes, and data centers used to provide the services/solution conducted at least annually?	Yes <input type="checkbox"/> No <input type="checkbox"/>
36.	Are audits performed in accordance to SSAE16 SOC 2 or equivalent (e.g. FedRAMP) industry security standards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
37.	Will the contracted vendor provide the most recent independent physical and logical audit results to the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
38.	Are Web Application Firewall(s) (WAF) in place at the network perimeter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
39.	Does the system/solution/product/service provided by the contracted vendor have an audit logging function?	Yes <input type="checkbox"/> No <input type="checkbox"/>
40.	Does the system/solution/product/service provided by the contracted vendor log all sensitive data (e.g., PCI, PHI, PII, SSN) into protected log storage?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question	Requirement	Response
41.	Does the contracted vendor have the capability of coordinating disaster recovery and business continuity processes with the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
42.	Will the contracted vendor provide the Minnesota Judicial Branch an example of a disaster recovery plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
43.	Will the contracted vendor provide detailed explanations of security features built into the system/solution/service provided on behalf of the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
44.	Does the vendor and system/solution/product/service/proposal comply with the requirements of the Minnesota Judicial Branch Rules of Public Access to Records of the Judicial Branch and applicable state and federal laws/regulations (e.g., HIPAA, FERPA, IRS Publication 1075, FBI/CJIS, and PCI DSS)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
45.	If federal, state, or industry compliance requirements pertain to the data (e.g. CJI, IRS 1075, PHI (HIPAA), SSA, PCI DSS, Etc.), will the system/solution/service comply with the said security policy and industry best practice?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
46.	Does the vendor agree all data received from the Minnesota Judicial Branch or created, collected, or otherwise obtained as part of this agreement will be owned solely by the Minnesota Judicial Branch and all access, use, and disclosure of the data shall be restricted to only that which is required to perform the organization's duties under this agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
47.	Are processes in place for securely destroying or deleting Minnesota Judicial Branch data according to the standards enumerated in D.O.D. 5015.2 from systems or media no longer being used to fulfill the terms of this agreement or upon request from the Minnesota Judicial Branch?	Yes <input type="checkbox"/> No <input type="checkbox"/>
48.	In the event of termination of the agreement, will the contracted vendor agree to implementing an orderly return of Minnesota Judicial Branch assets and the subsequent secure disposing of Minnesota Judicial Branch assets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
49.	Describe the process you would use to communicate to us any security incident affecting our data.	

Question	Requirement	Response
50.	During any period of suspension, will the contracted vendor agree to not take any action to intentionally erase any Minnesota Judicial Branch Data?	Yes <input type="checkbox"/> No <input type="checkbox"/>
51.	Does the contracted vendor have an incident response plan in place that includes a documented process for notifying the Minnesota Judicial Branch immediately of a known or suspected security or privacy incident involving Minnesota Judicial Branch data?	Yes <input type="checkbox"/> No <input type="checkbox"/>
52.	Do you monitor your network to alert for cybersecurity events?	Yes <input type="checkbox"/> No <input type="checkbox"/>
53.	If so, are alerts configured to notify you when a cybersecurity event is detected?	Yes <input type="checkbox"/> No <input type="checkbox"/>
54.	Do you monitor for unauthorized personnel, connections, devices, and software?	Yes <input type="checkbox"/> No <input type="checkbox"/>
55.	Do you have automated tools that continuously monitor to ensure malicious software is not deployed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
56.	Do you monitor your third-party service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
57.	Do you have a vendor risk management program in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
58.	Does your organization limit the ability of end users to install software?	Yes <input type="checkbox"/> No <input type="checkbox"/>
59.	Has your organization implemented a secure software development lifecycle [SDLC] process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
60.	If so, does your SDLC follow security industry best practices?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question	Requirement	Response
61.	Does your organization perform SAST scans as part of the SDLC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
62.	Does your organization perform OSS scans as part of the SDLC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
63.	Does your organization perform threat modeling as part of the SDLC?	Yes <input type="checkbox"/> No <input type="checkbox"/>
64.	Has your organization undergone SOC2 assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>
65.	If so, which type?	
66.	If so, will you provide the results of your most recent SOC2 assessment to the Minnesota Judicial Branch upon request	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a <input type="checkbox"/>