

**United States Bankruptcy Court  
District of New Jersey**

**James J. Waldron**  
Clerk of Court

MLK Jr. Fed. Courthouse  
50 Walnut Street, 3<sup>rd</sup> Floor  
Newark, NJ 07102

**Tel: (973) 645-3930**  
**Fax: (973) 645-2439**

TO:

This is a request for **Open Market Pricing**.

Quotes may be faxed or emailed with company letterhead to the below listed address by **May 12, 2011 at 12:00 Noon, Eastern Daylight Time**. However, hand carried quotes are to be delivered by the same time at **50 Walnut Street, 3<sup>rd</sup> Floor, Newark, NJ 07102, ATTENTION: Mo Wong**.

Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. Use the attached quote sheet for a price quotation broken down by task with any supporting documentation for the price attached. Award will be made by **May 16, 2011**.

**A fixed price award from the RFQ will be made based on the lowest priced, technically acceptable offer.**

Quotes and questions concerning this RFQ should be addressed to Mo Wong, U.S. Bankruptcy Court, 50 Walnut Street, Newark, NJ 07102. Phone Number: 973-645-6474, FAX Number: 973-645-2439, E-Mail Address: [mohung\\_wong@njb.uscourts.gov](mailto:mohung_wong@njb.uscourts.gov) (Use underscore between first and last name).

The **Delivery Addresses** for this project will be:

US Bankruptcy Court  
Mitchell H. Cohen U.S. Courthouse  
401 Market Street, 2<sup>nd</sup> Floor  
Camden, NJ 08101  
(856) 757-5485

**Statement of Work Tasks:**  
Conversion  
Training  
Functionality

**United States Bankruptcy Court - District of New Jersey**

<p>US Bankruptcy Court MLK Jr. Federal Courthouse 50 Walnut Street 3rd fl. Newark, NJ 07102 (973) 645-6474</p>	<p><b>Statement of Work Tasks:</b> Conversion Training Functionality</p>
<p>US Bankruptcy Court Clarkson S. Fisher U.S. Courthouse 402 East State Street Trenton, NJ 08608 (609) 989-2200</p>	<p><b>Statement of Work Tasks:</b> Conversion Training Functionality</p>
<p>TPC JASNA POLANA GPS: 4519 Province Line Rd. Princeton, NJ 08540 Mailing: 8 Lawrenceville Road Princeton, NJ 08540 Phone (609)688-0500</p>	<p><b>Statement of Work Tasks:</b> Training (One hour overview)</p>

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**Quote Sheet for RFQ Number**  
(use additional sheets if necessary)

<b>Item No.</b>	<b>Short Description</b>	<b>List of Tasks</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	Task 1 - Conversion of documents, macros, templates, merge files, WordPerfect X3 address books from WordPerfect to Word 2010	<b>See Scope (1.3) on Page 5 of the Statement of Work</b>	Specified by each user - 60 total users			
2	Task 2 - Functionality in Word 2010	<b>See Scope (2.3) on pages 6-7 of the Statement of Work</b>	60 total users			
3	Task 3 - Customized on-site training and documentation for Word 2010	<b>See Scope (3.3) on page 8 of the Statement of Work</b>	60 total users			
4	Travel expenses	<b>See F (ENVIRONMENT) Location(s) on pages 10-11</b>	4 locations			
				<b>TOTAL</b>		

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Vendor's Name:

Vendor's Address:

Signature of Person Authorized to Sign Quote:

Printed or Typed Name of Signator:

Vendor's Phone Number/fax number/e-mail address:

Date:                      Quantity Discount:                      Tax Identification Number:

Discount Terms Net 30                      Performance Start Date:

## **Statement of Work**

### **A. DESCRIPTION OF TASKS**

#### **Task 1.        Conversion**

##### **1        Introduction**

The US Bankruptcy Court for the District ("The Court") of New Jersey has been using Corel WordPerfect as its word processing system for at least 20 years. The Court began using WordPerfect for DOS and then moved to WordPerfect for Windows. Currently, the Court standardizes on WordPerfect X3. In addition to documents, WordPerfect macros, templates, labels, WordPerfect Address Books, QuickWords, Merge files, and WordPerfect DOS keyboard shortcuts are used by the Court's staff on a daily basis. The Court would like to move from WordPerfect to Microsoft Word 2010 as its standard word processing software for court documents beginning on August 1<sup>st</sup>, 2011.

##### **2        Purpose**

All or a user-specified set of each staff member's current WordPerfect files will be converted to Microsoft Office 2010. All currently-used Macros, Templates, Labels, WordPerfect X3 Address Books, WordPerfect QuickWords, WordPerfect Merge files, and WordPerfect DOS Keyboard shortcuts will be converted to, or re-created in, Microsoft Office 2010.

##### **3        Scope**

Vendor will convert documents, merge files, and templates using vendor-supplied conversion software. Documents will be reviewed by vendor and designated court staff for accuracy of conversion.

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Vendor will convert (using vendor-supplied conversion software) or re-create macros in Word 2010. Macros will be tested for functionality by vendor and designated court staff.

Vendor will convert current-used Corel WordPerfect X3 Address Books to Outlook Express Address Book or other Windows address book. These addresses will be accessible by the Envelope, Label, and Merge features in Word 2010.

Vendor will convert or re-create in Word 2010 all currently-used WordPerfect X3 QuickWords to a comparable feature in Word 2010.

Vendor will re-create all current keyboard shortcuts used with the WordPerfect X3 DOS keyboard to comparable keyboard shortcuts in Word 2010.

If conversion software is developed by Vendor, Vendor will provide this software for conversion of documents. Vendor will also train Court IT staff on its use. If conversion software selected by vendor is from another source, the Court will purchase an adequate number of licenses for this software and vendor will train Court IT staff on its use.

#### **4 Special Requirements**

An extensive knowledge of all features available in Word 2010 is required. This knowledge must include: Macros, Templates, importing names/addresses from the Outlook Address Book or other Windows Address book, Merge files, creating keyboard shortcuts, and any other functionality described in Task 2. Vendor must also have extensive knowledge of conversion software to be used by vendor to convert court documents and macros.

### **Task 2. Functionality**

#### **1 Introduction**

US Bankruptcy Court for the District of New Jersey ("The Court") has been using Corel WordPerfect as its word processing system for at least 20 years. The Court began using WordPerfect for DOS and then moved to WordPerfect for Windows. Currently, all Court units use WordPerfect X3. The functionality available in WordPerfect X3 must be available in Microsoft Office 2010 beginning on August 1<sup>st</sup>, 2011.

#### **2 Purpose**

Word 2010 must provide the functionality listed in **Section 2.3 of the Statement of Work**.

#### **3 Scope**

Vendor will demonstrate to Court IT staff that the following functionality is available in Word 2010.

- Strikeout
- Redline
- Highlighting of Text
- Text Justification

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- Center Text
- Line Spacing changes
- Page Numbering w/ suppress of page number on first page of document
- Inserting Date Text - date does not change when document is opened
- Insert File
- Go To
- Find and Replace
- Hard Space - keeps text before and after space together
- Change Case - Initial caps, All caps, lower case characters
- Undo/Redo
- Copy/Paste with Options
- Make it Fit - automatically change formatting to make document fit on user designated number of pages
- QuickCorrect - add shortcuts for frequently-used words (AutoCorrect)
- Create Index
- Create Table of Contents
- Double Indent for Quotes
- Footnotes
  - Insert
  - Use Numbers or Asterisk if only one footnote in document
  - Change numbering of footnotes
  - Editing
- Inserting graphic lines and graphics
- Compare
- Remove all markings from document at once so user does not have to remove each marking individually
- Headers, including suppress header on first page
- Footers
- Inserting symbols
- Spell-As-You-Go
- Creating keyboard shortcuts for frequently-used features
- Envelopes - pulling in addresses from address book and storing return addresses
- Labels, including using Merge to create labels
- Creating and Editing Tables
- Creating and Editing Macros and Templates
- Changing screen display (Draft mode in WordPerfect) so that footers, headers, footnotes do not display
- Creating a default page setup - font, margins, justification
- Setting Zoom setting as default
- Sort
- Print Page
- Spell Checker
- Widow/Orphan - Keep lines of text together so that one line does not move to page by itself

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- Outline
- Bullet or numbered lists
- Publish to PDF and retain hyperlinks
- Password protect a document
- Creating and Editing Merge files
- File Stamp - add document name and path to footer
- Reveal Codes – Comparable features in Word

### 4 Special Requirements

An extensive knowledge of all features available in Word 2010 is required. This knowledge must include the features listed in **Section 2.3 of the Statement of Work** above.

### Task 3. Training

#### 1 Introduction

US Bankruptcy Court for the District of New Jersey has been using Corel WordPerfect as its word processing system for at least 20 years. The Court began using WordPerfect for DOS and then moved to WordPerfect for Windows. Currently, all Court units use WordPerfect X3. The Court would like to move from WordPerfect to Microsoft Word 2010 as its standard word processing software beginning on August 1<sup>st</sup>, 2011.

#### 2 Purpose

All court users will require customized Word 2010 training and documentation. One 1-hour overview class will be conducted at Princeton, NJ. Training will be on-site training for Judges' staff in their home offices (see Delivery Addresses on pages 2-4). Training for the remainder of court staff will be in Newark, NJ and Trenton, NJ. It will be a combination of classroom training (The Court has classroom with 16 workstations and Microsoft Office 2010 loaded on each computer) and one-on-one training for chambers staff. There are a total of 60 total staff to be trained.

#### 3 Scope

##### 3.3.1 Chambers' Staff

(on-site training in each location listed in Delivery Addresses on pages 1-2 all Judges' chambers) - Vendor will provide customized on-site training for chambers' staff desiring training. Court IT staff will customize workstations for Judges and Judicial Assistants and vendor will provide training on Word features used by staff to prepare court documents. Training will include, but not be limited to, macros, keyboard shortcuts, and other features designated by user from list in **Section 2.3 of the Statement of Work**. Documentation will also be provided on the functionality requirements from the list in **Section 2.3 of the Statement of Work**.

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### **3.3.2 Clerk's Office**

(training will be in Newark, NJ and Trenton, NJ) Vendor will provide customized on-site classroom training for staff in these offices. Training will include, but not be limited to, macros, keyboard shortcuts, and other features designated by user from list in **Section 2.3 of the Statement of Work**. Documentation will also be provided on the functionality requirements from the list in **Section 2.3 of the Statement of Work**.

### **4 Special Requirements**

An extensive knowledge of all features available in Word 2010 is required. This knowledge must include: Macros, Templates, importing names/addresses from the Outlook Address Book or other Windows Address book, Merge files, creating keyboard shortcuts, and any other functionality from the list in **Section 2.3 of the Statement of Work**. Vendor must be able to teach in a classroom setting or provide one-on-one training for users.

## **B. DESCRIPTION OF DELIVERABLES**

### **Description of Deliverables for Task 1:**

All documents designated by each user will be converted from WordPerfect to Microsoft Word 2010. Documents will open, display, and print in Word 2010 in a format acceptable to user.

Merge files and templates will be converted to Word 2010 merge files and templates. Templates will open, display, and print in Word 2010 in a format acceptable to user. Merge files will be run and the documents/data resulting from the merge will display and print in Word 2010 in a format acceptable to the user.

Macros currently used in WordPerfect X3 will be converted or re-created in Word 2010. Macros will run and execute correctly in Word 2010. Keystroke macros in WordPerfect X3 will use the same keystrokes to run Word 2010. If the same keystroke commands cannot be used in Word 2010, user-designated keystrokes will be substituted by vendor.

Names and addresses will be converted from the WordPerfect X3 Address Book to Outlook or another Windows address book in a format acceptable to user. Tests will be run by user and IT staff using the Envelope, Label, and Merge features in Word to assure that names/addresses are displayed and print correctly when these features are executed.

Vendor will convert or re-create in Word 2010 all currently-used WordPerfect X3 QuickWords to the comparable feature in Word 2010. User will test QuickCorrect features in Word 2010 to confirm that all QuickWords have been converted or re-created.

Vendor will re-create all current keyboard shortcuts used with the WordPerfect X3 DOS keyboard to comparable keyboard shortcuts in Word 2010. User will test keyboard shortcuts for commonly-used features. If the same keystroke commands cannot be used in Word 2010, user-designated



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keystrokes will be substituted by vendor.

Conversion processes or conversion software will be provided by vendor and vendor will provide pricing for any conversion software to be provided to the Court or demonstrate to Court IT staff how conversion processes work so that processes or software can be used by court staff after completion of project.

### **Description of Deliverables for Task 2**

All functionality listed in **Section 2.3 of the Statement of Work** will be available to users.

### **Description of Deliverables for Task 3**

A one-hour Microsoft Word 2010 overview will be conducted at Princeton, NJ.

All training will be delivered to Judges' chambers at their home office locations: Camden, NJ (2 Judges); Newark, NJ (4 Judges); Trenton, NJ (3 Judges). Staff might be present during these one-on-one training classes.

All training for Judicial Assistants will be on site in Trenton, NJ with a class size of no more than 12 students each. One Level One class and one Level Two class will be conducted.

All training for Clerks Office will be on site in Newark, NJ and Trenton, NJ with a class size of no more than 16 students each. Because Court IT staff is familiar with staff needs and experience, they will work with the vendor to customize training and documentation for the various sites. Two Level One classes and two Level Two classes will be conducted.

### **Level One Training Class Description:**

- Components of the Word 2010 Screen
- Customizing the Quick Access Toolbar
- Moving Around in a Document (Shortcuts)
- Selecting Text in a Document (Shortcuts)
- Language Tools (Spelling, Grammar, and Thesaurus)
- Cut/Copy/Paste (Using the Office Clipboard)
- Printing
- Envelopes and Labels
- Character Formatting (Shortcuts)

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- Paragraph Formatting (Shortcuts)
- Inserting Symbols
- Find/Replace/Go To
- Page Numbers/Headers and Footers
- Footnotes
- Using Building Blocks to Save AutoText Tables
- Converting WordPerfect Documents
- Using Templates to Create Letterhead

### **Level Two Training Class Description:**

- A Review of Level I (with shortcuts)
- The Ruler
- Bulleted and Numbered Lists
- Multi-Page Documents
- Styles
- Table of Contents
- Tracking Changes
- Mail Merge
- Tables
- Templates

### **C. SCHEDULE OF PERFORMANCE AND DELIVERY/MILESTONES**

The project will begin as soon as possible after award of the contract. Vendor will immediately begin meetings with Court IT and Sub-committee staff. Project must be completed no later than August 1, 2011.

Regular meetings will be scheduled between vendor and Court IT staff to work out the details of task delivery. Scheduling of site visits for conversion (Task 1) and Training (Task 3) will have to be established based on Judges' and other staff schedules.

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Training Schedule

Item No.	Description	Audience	Date	Time	Location
1	1-Hour Word 2010 Overview	Executives	5/20/2011	TBD	Princeton, NJ
2	Full Day Word 2010 Level 1	Judicial Assistants	5/20/2011	Full Day	Trenton, NJ
3	2-Hour one-on-one class - 9 judges	Judges	TBD	TBD	Camden, NJ Newark, NJ Trenton, NJ
4	Full Day Word 2010 Level 2	Judicial Assistants	TBD	TBD	Trenton, NJ
5	Full Day Word 2010 Level 1	Clerks	TBD	TBD	Newark, NJ
6	Full Day Word 2010 Level 2	Clerks	TBD	TBD	Newark, NJ
7	Full Day Word 2010 Level 1	Clerks	TBD	TBD	Trenton, NJ
8	Full Day Word 2010 Level 2	Clerks	TBD	TBD	Trenton, NJ

**D. REVIEW PERIOD FOR DELIVERABLES**

Conversion software or processes will also be tested by Court IT staff to determine accuracy prior to any site visits.

Functionality will also be reviewed by Court IT staff and the WordPerfect to Word Subcommittee of the Court to determine if it adequately meets the needs of court users prior to any site visits.

Training that is developed by vendor with the assistance of Court IT staff will be reviewed by representatives of the WordPerfect to Word Sub-Committee of the Court prior to any site visits.

**E. ACCEPTANCE CRITERIA FOR DELIVERABLES**

Conversion must create an accurately displayed and printed copy of the document converted so that the end user does not have to make any additional edits to the document.

Functionality must be available and accessible by end user in a manner acceptable to the end user.

Training developed by vendor with the assistance of Court IT staff will be reviewed by representatives of the WordPerfect to Word Sub-Committee of the Court to determine if it will meet the needs of the court users for each site.

May 5, 2011

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**F. ENVIRONMENT**

All locations are court chambers or offices.

Location(s)

**Judges' Chambers (27 staff members)**

Camden, NJ (2 Judges)

Newark, NJ (4 Judges)

Trenton, NJ (3 Judges)

**Clerks' Office ( 32 staff members)**

Newark, NJ (16)

Trenton, NJ (16)

**Government-Furnished Property**

All computers will have WordPerfect X3 and Microsoft Word 2010 loaded. If reference material for Word 2010 is needed (off-the-shelf books), they will be purchased by the Court for users.

Vendor will use the Court's training room at a specified location in each office. Overhead projection and a screen are available for the instructor.

If conversion software selected by vendor is software from another source, the Court will purchase an adequate number of licenses for this software.

**Contractor Furnished Material**

Vendor will provide conversion software for the project and will train the Court's IT staff on its use. If conversion software selected by vendor is from another source, the Court will purchase an adequate number of licenses.

**Meetings**

Vendor will have regularly-scheduled meetings with the Court IT staff and Microsoft Word Conversion Sub-committee in Newark, NJ, to work out the details of the conversion, functionality, and training.

These meeting dates will be determined as soon as the project has been awarded and can be telephonic if necessary.

**Travel and Per Diem Requirements**

Vendor will provide an estimate of travel expenses for site visits and meetings.

Sincerely,

Kathy Weinstein  
Contracting Officer