

**JURY AND TRAFFIC NOTICES PRINTING
REQUEST FOR PROPOSAL – QUESTIONS**

Updated: May 24, 2013

Question 1:

3.0 GENERAL REQUIREMENTS

3.1 Service Provider Proposal.

3. Information concerning procedures and contact person for resolving issues relative to

Question: Can you complete this sentence?

Answer: *..issues relative to performance of the services in the contract.*

Question 2:

Paragraph 13. Service providers are requested to provide a proposed payment plan. Please note that the Court will not make payment in advance of services. Payments are typically made on a monthly basis and a detailed invoice of services provided must be submitted and approved prior to payment being made.

Is the court opening an escrow account for postage?

Answer: *No, the account is set up and controlled by the vendor. The Court will deposit funds into that account and the vendor will notify the Court when the account needs replacement.*

Question 3: Can you please provide a PDF sample of the envelopes?

Answer: *Copies of the postcards and envelopes will be posted on our website under this RFP heading.*

Question 4: Can you please provide a detailed specification sheet for the two forms (jury summons and notice of bail) including placement of perforations and any PMS colors?

Answer: *The summons is perforated on the hashed line on the middle and bottom quarter of the page. I don't have any information on which PMS color is used currently, but if I had to guess it would be PMS 301 after looking at a color chart on line.*

Question 5: How often is a file sent to the vendor, what time of day and how many records?

Answer:

JURY - *Files are generally transmitted every two weeks for summons which contain roughly 10,000 summonses. Notices are printed every few days and the print count varies (usually 300-400) and contains the failure to appear, denied and postponement granted post cards in the same file. The second failure to appear notices are printed separately once a month and contain roughly 600 notices. The time of day varies for each notice.*

TRAFFIC - *Traffic files are uploaded each court workday at around 8am*

Question 6: Who is your current vendor?

Answer: *Multi Business Systems and Databill*

Question 7: Can the format of the post card notices be sent in 8 ½ x 11 in an envelope?

Answer: *No because that would change the cost of postage for the mailing from the postcard rate to letter rate and would increase the cost to the Court.*

Question 8: What is the payment terms on an invoice?

Answer: *Net 30*

Question 9: Do we use the address update option in Jury+ Next Generation to update addresses that were modified as a result of the National Change of Address review?

Answer: *Yes, we require the .ncoa file be sent to us from the vendor post-NCOA processing.*

Question 10: Does the data need to be saved on CD or is use of FTP sufficient?

Answer: *FTP is sufficient*

Question 11: What information needs to be stated if the vendor has a master agreement with the State or a court?

Answer: *State in the proposal that the vendor has a master agreement, the agency/court, the agreement number and the term of the agreement.*

Question 12: Does the data file need to be parsed since there are different types of notices in the same file and they may require different size printing?

Answer: *No, the data contained in each file would pertain only to a particular type of notice; Summons will be in one file, Jury Postcards will be in one file and Traffic Notice of Bail will be in one file.*

Question 13: Are there on-demand notices where the format of notices change?

Answer: *No. Jury Summons will be 8.5x14" and are submitted as one file; Jury Post Cards will be printed 4-up on 8.5x11" and are submitted in two files (.TXT and .NEX); Jury Inserts are printed on 8.5x11" and will be static and pre-printed by the vendor; Traffic Notice of Bail will be printed on 8.5x11" and are submitted in one file.*

Question 14: Clarification on the format of the jury summons

Answer: *The jury summons is 8.5x14" and printed duplex. Only one side contains variable information. It is mailed, in envelope, with two stock inserts. Changes are very rare. One of the stock inserts is updated every two years to include the new Presiding Judge signature. The summons has historically been modified less than once per year.*

Question 15: What color is used on the forms?

Answer: *The Court does not specify the specific shade of blue. The only requirement is that it is a shade of blue and that the same color is uniform throughout the notice, preferable light blue as seen in the samples (does not need to be "drop out blue").*

Question 16: Who will manage the master images for the forms?

Answer: *The vendor will manage the master images used for printing. If changes need to be made, the Court will notify the vendor who will make the change to the master image.*

Question 17: Can the deadline for submitting the RFP be extended due to the holiday?

Answer: *YES, it will be extended to Wednesday, June 5, 2013 at 3:30 PM.*