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County of Imperial
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R2324-05 Jury Management System RFP

Questions & Answers

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1. Can you clarify what TDD Terminals are? **Removing from the Scope.**
2. Do vendors need to complete Attachment 6 or can we submit our W9 for this requirement? **W9 can be submitted in lieu of Attachment 6 Payee Data Record. However, Payee Data Record needs to be submitted if award is received.**
3. To ensure adequate time to complete revisions after the QA period and before responses must go to the printer and courier service, would the Court consider a two-week extension of the proposal deadline? **We have use or lose funding by April 29, 2024, we need to receive an invoice by this date.**
4. To ensure timely receipt of the bid and to promote environmentally sustainable actions in line with national trends, would the Court consider allowing vendors to submit proposals that are electronically submitted by email submission instead of paper submission? **E-mail is fine, send to erdgz@imperial.courts.ca.gov**
5. Would the Court prefer a SaaS/Hosted solution or an On Premises implementation? **On premises.**
6. Is the Court interested in a SaaS (Software as a Service) implementation? **On premise solution is preferred, please provide cost proposal for SaaS.**
7. How many summonses/questionnaires does the Court mail annually?
Summons sent out 24,000
Jurors called to jury service estimated amount 9,266
Jurors came in for jury service 3,090.
Jurors went up to the court room for jury selection 1,453.
6. In Section III of the SOW, number 5, you mention "Graphically Display". Can you elaborate on what you mean or what this would look like to the Court? **Method to visualize data in chart or graph format.**
7. In Section IV, number 4, can you provide more details on the process of civil reimbursements. Specifically, what statuses are you looking for? **Please detail your reimbursement workflows.**
8. Can the Court provide an example of the Civil Collections Report? **We're not tied to our last reports, we look forward to seeing your suggestions.**

10. Please explain online entries (e.g. fillable form?) regarding the following section:

I. Case Management Requirements

8. The proposed system shall provide for generating/printing reports and data entry sheets for courtrooms to use during the jury selection process. The forms must be viewable, accept online entries, and be printable. The initial panel reports shall include an alphabetical list (attorney's list), random list for selection (judge's list), voir dire list and allow Court user the ability to check off attendance and status (juror, alternate juror, not reached, excused, peremptory, for cause, stipulated by party, etc.) for entry into the jury system. The seating plan must also provide for alternate jurors.

Yes, that would be electronically fillable forms.

11. What is the "Court's Document Management System" in the following section:

VII. Technical Specifications Requirements

17. Provide an internal paperless optimal solution using the Court's Document Management System. All scanned documents should be categorized and indexed automatically using advance scanning processes.

JMS solution should save documents in its own document management system. It's not a requirement of ours that they integrate with our own DMS.

12. For Saas - Do you need 2 full proposals or an attachment to one proposal?

SaaS proposal can be an attachment to on-premise proposal.

13. Regarding Intellectual Property:

1. Is Imperial County Courts open to alternate Licensing Agreements? Yes.
2. Please define the intended use of distribution rights and derivative rights. We do not intend to use source code or vendors IP for any distribution.
3. Is there an intent in having a maintenance and support contract? Yes.

14. Are any of the attachments listed in 3.0 of the RFP (Attachments) not required if the responding company is not a California entity? All attachments apply. Only distinction would be Good Standing (7.1f) which, for out-of-state requires "proof that Contractor is in good standing in its home jurisdiction."

15. Requirement VII 24 states:

"Allow the Court to own and have unrestricted access to the data within the database, including a complete set of object and source code and system documentation for the jury system, subject to the Court entering into a confidentiality agreement with the Service provider"

Source Code Escrow would be the norm here -- is that the intent? Yes.

16. Is it ok to submit proposal for only SaaS? Yes.

18. What is the term to quote for SaaS? Five years.

19. Does the court want to incorporate AI in the solution? It's not included in the RFP but looking to incorporate in the future for access to data, similar to Orange Court.

20. How many users will need access to the system? 40 named users and 10 concurrent users.

14. Can you please elaborate on “all accounting fields” in the following section:

V. Juror Payment/Accounting Requirements

- a. The proposed JMS shall contain all accounting fields required by the Court to perform jury payment functions.

The export for jury payments requires Fund (criminal & civil), GL accounts (per diem & mileage). Refer to Sample Check Export.