



**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



***AMENDMENT NO. 2***

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT  
ISSUE DATE: June 13, 2016**

**SUBJECT: Solicitation No. DCSC-16-RP-0045– Furnish, Deliver & Install an  
Automated Jury Management System (JMS)**

**PROPOSAL  
SUBMISSION  
DATE: Friday, June 24, 2016 by 2:00 p.m., Eastern Standard Time.**

The subject solicitation is amended as follow:

**1. Page 35, Section G.1.4**

Delete: **Attachment 9** – District of Columbia Courts Release of Claims Form and submit to the Contracting Officer after receipt of the last contract payment.

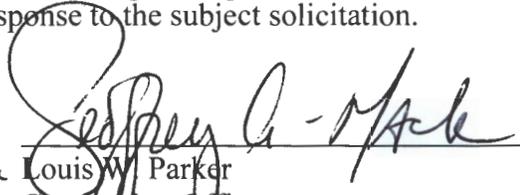
Insert: **Attachment 8** – District of Columbia Courts Release of Claims Form and submit to the Contracting Officer after the last contract payment.

**2. Responses to written question(s) received from prospective offeror(s) are included as  
Attachment - Questions and Answers to this amendment.**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of

Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.

  
6- Louis W. Parker  
Contracting Officer

**This amendment is acknowledged and is considered a part of the subject solicitation.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Name of Firm**

## Attachment - Questions and Answers

Solicitation No.: DCSC-16-RP-0045

### Furnish, Deliver & Install an Automated Jury Management System (JMS)

1. Page 27, Section C.3, 1.19, - Data conversion scope: Does the Court intend to limit the scope of data conversion to active records only (i.e., Permanent Exemptions) or a complete conversion with all historical data including historical juror payments?

**Answer: A complete data migration.**

2. Does the Court use a third party solution to print juror summons and other forms in batch, or are jury documents printed in house?

**Answer: The juror summons form is designed by a third party and printed by another third party. The JMS program will populate the juror information on the form, which is printed in house.**

3. Page 10, C.2.1 - Typically “Customization/Modifications” are the same and indicate development and/or changes to the core code are required, while “Configuration” is part of implementation activity and indicates currently supported functionality. Can you please clarify your position on completing the requirements spreadsheet?

**Answer: We concur with the definition.**

4. Page 60, Section L.10 - Please confirm that Attachment J.8 is not required to be included with the proposal.

**Answer: Attachment J.8 District of Columbia Courts Release of Claims is not required to be included with the proposal.**

5. Page 25, Section C.3, 1.16 & 1.21 - Are the courts asking for the vendor to interface with their existing IVR or provide an IVR system?

**Answer: The Courts is asking for the vendor to interface with its existing IVR system.**

6. Page 24, Section C.3, 1.15.8 - 1.15.8 states “The system shall provide the ability to integrate with forms used by the Court in the qualification/summonsing process.” What level of integration are the courts expecting?

**Answer: Please refer to question no. 2. The Courts is currently printing the juror information (from the JMS system) on the form (designed by a third party). So, a full integration is required.**

7. Page 16, Section C.3, 1.4.5 - What is meant by a second summons?

Answer: A second summons (perhaps containing stronger wording than that contained on the original summons) would be sent to a potential juror if the Court received no response from the original summons. If the original summons date has already passed, then the second summons would also need to reflect a later reporting date.

8. Page 15, Section C.3, 1.6.2 - Can the court provide additional information or clarification on the following requirement? The system shall provide for the ability to view juror attendance records and allow the user to break-out juror attendance records in increments based on bi-annual service.

Answer: The cycle of eligibility for Superior Court jurors is every two years. Currently, our financial records might list attendance for a juror that served in 2012, 2014 & 2016 with no break in the list. We would like to see those attendance/financial records listed separately or broken out.

9. Page, 16, Section C.3, 1.9.7 - Does the reference to the current system in the following requirement refer to the current legacy system or to the new JMS? The system shall provide the ability to reprint voir dire panels and retain ALL panel and payroll information from the current system.

Answer: These features are currently in the legacy system and must be provided by the new system as well.

10. Page 17, Section C.3, 1.10.9 - For requirement 1.10.9, the system shall provide the ability to report ad hoc requests, is the court asking if ad hoc reports can be generated? Please clarify.

Answer: Yes.

11. Page 17, Section C.3, 1.10.6.4 - The system shall provide the ability to report on the fees paid, in forma pauperis costs, etc. How does the court track in forma pauperis costs today?

Answer: The Courts currently do not track in forma pauperis juror costs and I do not foresee the need to do so in the future.

12. How many user licenses are needed?

Answer: 35 minimum-40 maximum.

13. How many jurors are summoned each year?

**Answer: 155,000**

14. Is an IVR system required or just the ability to support adding an IVR system?

**Answer: The ability to support adding an IVR system.**

15. Are you interested in document imaging scanning capability with OCR or without?

**Answer: The Courts is interested in document imaging scanning capability with OCR.**

16. When you say convert legacy data do you mean convert jurors that have yet to serve or legacy data history as well? If conversion of legacy data history is required does the District of Columbia have a PM on their side to give us the required technical information to convert the data?

**Answer: The current data structure would be converted if applicable for the system. All government point of contacts will be coordinated through the government program manager.**