



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



AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: March 15, 2021

SUBJECT: Request for Information Number DCSC-21-RFI-2 – Jury Management System

RFI SUBMISSION

DATE: Tuesday, March 23, 2021, no later than 2:00 P.M., Eastern Standard Time.

The subject Request for Information is amended as follow:

1. See Responses to Prospective Contractors Questions under Attachment A – Questions and Answers.

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 emailed in accordance with 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.

Darlene D. Reynolds

Darlene D. Reynolds
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 A
Question and Answers
RFI No.: DCSC-21-RFI-2
Jury Management System

1. How many summonses a year do you mail?

Answer: 153K

2. Does the court prefer to host the system themselves or go with a SaaS offering?

Answer: The Courts' preference is a SaaS offering that is hosted in a government cloud.

3. The RFI mentions utilization of a debit card system for juror payment. Is there a specific company you are working with already or can we provide information about our offering in this capacity?

Answer: The current vendor is First Data Bank.

4. IN Appendix A, Section 12.e. you mention creating a second summons. What is the purpose of creating a second summons in your court?

Answer: There may be instances where a first summons has been issued and not been responded to and a second summons is issued.

5. In Section 16, what is meant by "Perform Enforcement/Delinquency Management"?

Answer: Specifically, what is meant by perform Enforcement/Delinquency Management is show cause process where jurors are issued OTSC (order to show cause) notices and/or a bench warrant as a result of failing to respond to or adhere to terms of the juror summons.

6. What is the 6-8 digit panel number assignment system?

Answer: In the panel creation process, cases are assigned a 6-8 digit panel number. For consistency, the court will want to continue with this numbering system using the numbers currently in the database.

7. How do you currently maintain individual histories with confidentiality?

Answer: Only users with a specified security level can access this information.

8. Can you provide a list of the information requested in Appendix A that you currently do not possess with your current system?

Answer:

- m) Ability to edit/revise all content (text/wording and digital signatures) on summonses, notifications, and mailings
- b) Differentiate between Responded FTA status and Non-Responded FTA status for purposes of reporting and follow-up
- c) View juror attendance records and allow the user to break-out juror attendance records in increments based on bi-annual service
- g) Simultaneously qualify, check-in, and assign a loadable debit card to a juror via eTablet
- b) eTablet statistical reporting
- j) Reprint financial and audit reports by audit numbers and by date
- k) Reprint case audit reports by audit numbers and by date
- m) Support ODBC (Open Database Connectivity) reporting software such as OIBEE, and Oracle Reports
- d) Allow jurors to qualify for service via IVR
- e) Allow jurors to check current status: date scheduled, postponed, confirmed/disqualified, completed, on standby, etc.
- e) Flag/alert user that a juror has a disability/special needs (maintain history of this so that the next time the juror cycles through, we can plan ahead)
- c) Debit card reader during manual and eTablet juror check in to associate the juror record with the debit card
- d) The Courts' WITS (Web Interpreter & Translation System) to maintain identification of jurors that require interpreting services
- i) Proof of service that will be available via eJuror using standard browsers as well as the courthouse kiosks
- l) D.C. Court's business intelligence system (Power BI and Oracle OBIEE)
- m) Auto-generate check register files and reports into the Courts' database server when checks are printed so they can be fed to the interface to the Court's Budget and Finance MIP system

- n) D.C. Court's Access Control System to grant and revoke jurors' access badges
- h) Release notes (available in both MS Word and .pdf format)
- a) Provide for NCOA updates on a daily, weekly or monthly basis
- b) Ability to re-summon the juror at the updated address when new addresses are found (preferably to run the NCOA process prior to each batch summons printing)
- c) Collect and report data on total number of plaintiff and defendant peremptory challenges
- d) Provide data on not reached jurors
- e) Identify jurors that also have a PDID number in the courts' case management system to determine their eligibility for jury service
- f) Forecast the number of jurors needed on a given day based on specified yield
- g) Generate the case information sheet
- h) Provide an interface to enable judges' chambers to alert the Jurors' Office of the need for a panel one business day in advance

What requirements are new compared to what you currently utilize?

Answer: Our new requirements are stated in the previous answer above.

9. How will the software system be updated to accommodate legal changes and minimize the impact on case processing?

Answer: Our expectation is for the vendor to update the software system in coordination with the Courts and ensure an uptime of 99.9 percent. The system must have a Recovery Time Objective (RTO) and Recovery Point Objective (RPO) of eight hours or less.

10. Can the court provide any additional insight into requirement 23. J "Provide content and allow to provide input for Microsoft Internet Explorer, Microsoft Edge, Google Chrome, and Mozilla Firefox." Is the requirement simply asking that the application be accessed from a variety of browsers including those listed?

Answer: The system must support a variety of browsers.

11. Can the court provide additional information regarding requirement 28. N DC Court's Access Control System to grant/revoke jurors access badges. Can you explain how this system works with your current JMS?

Answer: It would be a new feature. Essentially, jurors would be granted physical access to secure Court building areas with the use of a bar code and/or /QR code on their juror badge and their juror status.

12. Do you happen to know the estimated funding source, or budget for this project?

Answer: The Courts do not know the estimated funding source or budget for this project because we seek a system that will address our requirements.

If so, has funding for an RFP been secured?

Answer: Funding for an RFP has not been secured, but it is the Courts intent to seek funding.

13. Is this a new requirement?

Answer: No

Or is there an incumbent vendor providing these services? Answer: Yes

If there is an incumbent, would you be able to provide the contract number, vendor name, and term of the contract?

Answer: Contract No.: DCSC-16-RP-0045, Contractor: Avenue Government Systems, LLC. The term of the contract is 5 years (1 Base year and 4 Option years).

14. Is there a timeline for an RFP to be released?

Answer: No RFP release timeline has been established.

If not, what steps are expected to make a decision on releasing an RFP?

Answer: The Courts intend to issue the RFP upon funding.

15. How many court users will utilize the new system?

Answer: Approximately 20.

16. How many summonses are processed annually?

Answer: 153K

17. What is the current jury management system?

Answer: Clearview Jury/Avenuinsights

18. Is the DCC interested in an on-premise or hosted solution?

Answer: Please reference question 3, but the Courts will consider both options.