

RFP MCSC 13-26-OPS
Questions and Answers through July 16, 2014

- Q.** Please confirm that the due date is Wednesday, July 23, 2014 as the cover sheet states Monday, July 23.
A. YES, Wednesday July 23, 2014 at 3:30 PM is correct.
- Q.** Please confirm that the Court will pre-pay postage into a postage deposit account for all mailings.
A. YES.
- Q.** Your proposal format states to include Contractor Certificates (Addendum 1) and Darfur Certification (Addendum 2). However those documents say "Sample – Do Not Sign". What do you want included in the proposal? Do we sign these documents anyway and submit with the proposal?
A. Addendums without watermarks will be added to the website for signature.
- Q.** Do the Traffic notices use the #9 envelopes as well?
A. NO.
- Q.** Are you open to vendors not in the local area of the County of Monterey?
A. YES.
- Q.** The RFP states that the potential juror should receive the summons in about 72 hours after the court sends the file to the vendor. However, if a vendor is not located locally, the delivery time is controlled by the USPS delivery service
A. Suggest the vendor propose an alternate time if they wish? Our current agreement has this requirement.
- Q.** How often are files sent to the vendor for each of the types of documents to be mailed?
A. Jury Summons Weekly; Jury Notices/FTAs 2-3 times per week; Grand Jury letters Annually.
Traffic notices: Courtesy & Mandatory Appearance - 2-3 times per week; Civil Assessment Notice – daily.
- Q.** In the General Requirements, Service Provider Proposal Section 3.1, item#10 states that services to be operational by Aug 4, 2014. Are you expecting all implementation to be completed by Aug 4th to go live to have the vendor begin mailing documents or that the implementation begins on August 4th?
A. Time will be needed to start up a new vendor and close out the current vendor if that comes about so, NO that is not a set date.
- Q.** Who is your current vendor that does the printing and mailing for the summons and notices?
A. Multi Business Systems.
- Q.** What is the Court's current cost for these printing and mailing services?
A. Postage deposits last year were Traffic \$20,000 and Jury \$50,000. These are just deposits into a postage account. The account had a balance at the beginning and at the end of the year more analysis needed to be exact.
- Q.** Is there any perforation on the Jury Summons paper Stock?
A. YES.
- Q.** It states, the Jury Summons is 2-color processed paper with 2-color printing. Can you confirm what colors are preprinted on the form (2-color processed paper)?
A. Turquoise and Pink.

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Q. For the variable data printing, that appears to be black only for the samples. Can you confirm, if it is black only or if another color is used for variable data printing? If so, what color?

A. Black and sometimes red.

Q. The RFP mentions postcards may be sent out. What would be the size of the postcards? Would the print be black only?

A. Unknown at this time – possibly in the future.

Q. Can you confirm the annual volume of #10 double window envelopes?

A. All outgoing forms/notices are in #10 double window envelopes.

Q. Can you confirm the annual volume of #9 single window envelopes?

A. Only summons get return envelope – total number of summons per year.

Q. In section 5.5, Minimum qualifications, Item #D, can you clarify what policies and procedures the Court is requesting? Do these need to be submitted with the proposal or only after from the awarded/selected vendor?

A. Chosen Vendor will work with the court on this.

Q. Can you tell us the current software vendor the court uses?

A. Jury Systems Incorporated.

Q. Does the 72 hour turnaround time include weekends?

A. No the 72 hours are business days.

Q. Is there a special ink needed?

A. No.

Q. Are Reply Envelopes needed for Grand Jury Summons?

A. No we encourage online responses so no envelopes are included.

Q. In your #10 envelope count is the Grand Jury and the Failure to appear envelopes included in that count?

A. No, thank you for catching that. The count is Jury Summons 110,000 Traffic 70,000 Grand Jury 15,000 and Failure to appear 25,000 for a total of 220,000.