

06/07/2013 – COURT RESPONSES TO QUESTIONS FOR RFP NUMBER: MCSC 13-05 IT

1. We do understand and acknowledge the required turnaround time for return of the source documents (72hrs), but what is the required turnaround time for the data (in XML format) which is produced from those source documents. - [Yes 72 Hours turn around for XML data file also.](#)
2. Is the standard citation form viewable online? – [Follow the link to get sample notices <http://www.courts.ca.gov/forms.htm?filter=NTA> ; **Note: there are a few different citation forms in addition to the standard Notice to Appear TR-13.**](#)
3. The RFP states: “Successful vendor will be required to undergo security checks at the Court’s request ...”. Can you provide examples of the types of security checks you might request? And you answered [Criminal background checks](#). Does this mean that our internal staff need to undergo criminal background checks, or the vendors that perform the service? – **All the staff who will be handling the documents need to have criminal background check.**

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1. How would you like the pricing broken down? [By Citation which should include the scanning](#)
2. Is there a previous vendor for this contract? If so who? – [No](#)
3. What is the current pricing provided for the previous contract? [Not Applicable](#)
4. What is the expected turnaround time for the xml data collected from the physical copies? [Source documents are to be returned to point of origin, or other location as arranged, within 72 hours of pickup or the next court day thereafter. \(See RFP Exhibit B - 1.2\)](#)
5. Is printing required to be preformed by vendor? [No](#)
6. Can you provide a sample of the xml to show current formatting and also a sample citation? – [The XSD file is currently not available. The citation is the standard form mandated by Judicial Council.](#)
7. Is Color scanning required? [No color scan required, however images must be of good viewable quality.](#)
8. What is the desired pricing format for the proposal? By citation? By record? By batch? [By Citation which should include the scanning.](#)
9. What is the expected time frame for invoice submission by the week? By month? By record? [Contractor shall submit a monthly invoice for authorized services. Every invoice shall clearly indicate at least the following:](#)
 1. [The purchase order number;](#)
 2. [A unique invoice number;](#)
 3. [Contractor's name and address and telephone number;](#)
 4. [The name of the court division where service was provided; and](#)
 5. [A preferred remittance address, if different from the mailing address.](#)

In addition to the requirements set forth above, invoices shall also include the following, as applicable:

1. [The date when services were provided and number of citations processed;](#)
2. [The rate should be identified as set forth per this Agreement's rate schedule;](#)

Address all claims to AccountsPayable@monterey.courts.ca.gov or mail to:

Superior Court of California,
County of Monterey
240 Church Street,
Salinas, CA 93901
Attn: Accounts Payable

The Court's Accounts Payable Division will ensure that payments are processed in accordance with the terms and conditions of the Agreement. If the Court disagrees with the invoice, Contractor will be provided with specific reasons why part or all of the payment is being withheld and what remedial actions Contractor must take to receive the withheld amount. At the Court's discretion, the invoice may be returned to Contractor for proper documentation and invoice revision. The Court will make payment in arrears after receipt of Contractor's properly completed/revised invoice.

10. What is the naming convention to be used for metadata, scans? – The Court will work with the selected vendor
11. How often would pickups from the court be required? Daily? Weekly? Monthly? Minimum 2-3 times a week

06/03/2013 – COURT RESPONSES TO QUESTIONS FOR RFP NUMBER: MCSC 13-05 IT

1. What CMS are you using? [Sustain Justice Edition](#)
2. Does your CMS allow for bulk import of data? [Yes, via interface](#)
3. What is the reason for the Court to issue this RFP at this time? [To improve efficiencies for the court due to budget cuts.](#)
4. Is there a backlog of citations waiting to be processed? If so, what is the approximate size of the backlog? [No backlog](#)
5. Can we assume that you are requiring that all services for this contract be performed within the State of California? [Yes](#)
6. The RFP states: “Contractor shall maintain all required records of its activity under this Agreement during the term of this Agreement and for three years after the Court makes final payment ...” – does this include all scanned images and related metadata? [Yes](#)
7. The RFP states: “Successful vendor will be required to undergo security checks at the Court’s request ...”. Can you provide examples of the types of security checks you might request? [Criminal background checks.](#)
8. The RFP requests images to be delivered in standard PDF format. Can we assume that you need the PDF image only without any OCR? Any OCR text would be useless due to the handwritten nature of these documents. [Yes, no OCR required.](#)
9. The RFP states: “Color images must be viewable quality.” We deliver only black & white images for our other court clients. Are you requesting that certain documents be scanned in color? If so, what types of documents? Or are you merely requesting that all color documents be of good viewable quality when displayed as black & white images? [No color scan required, however images must be of good viewable quality.](#)
10. The RFP states: “Scanned image to be printed on Standard 8.5x11 paper”. Does this mean that you expect the contractor to print the images on paper, or only that court staff will occasionally print the images onto letter-sized paper and the images need to be sized appropriately? [Court staff will occasionally print the images onto letter sized paper](#)
11. Will citations be grouped by agency and location? [Citations will be grouped into batches which may contain multiple agencies.](#)
12. The RFP states: “All source input to be keyed and 100% verified” – does this mean that you are expecting 100% accurate data? [Accuracy should be within the industry standard rate of 3-5%.](#)
13. Please provide the XSD file for Citation data entry – [The XSD file is currently not available. The citation is the standard form mandated by Judicial Council.](#)
14. Please provide the XSD file for Traffic Imaging Services – [The XSD file is currently not available and will be provided after the bid is awarded](#)
15. Please provide copies of the Charges and Agency tables – [The Court has adopted the Judicial Council’s Bail and Penalty Schedule; See Agency Table attached as Exhibit A.](#)
16. Please provide a list of handling rules currently being used by the court staff – [The Court will work with the selected vendor on updating the processes.](#)

17. The RFP states: "Courier Service is required to pick up and return citations/complaints and/or other materials ...". Are these 'complaints and/or other materials' attachments to the citations or are these other form types that require data entry? If other form types, please provide the XSD file for those forms. [The majority of the citations will contain a single page, however there are some filings that contain complaints and/or other materials attached. The data fields to be entered will be the same as a regular citation.](#)
18. Who is the current vendor? - [None](#)
19. If the service is being provided by an outside vendor, please provide a copy of the current contract and invoices for the past 3 months. [Not Applicable](#)
20. Will the Court provide a stand pricing structure for all bidders to use, or should each bidder submit their own pricing structure? [No](#)

Exhibit A

Agency Table		
Alcohol Beverage Control	Monterey County Probation Dept	Out Of County - San Diego
California Attorney General	Pacific Grove Police Department	Out Of County - San Joaquin
CA Highway Patrol	Presidio of Monterey	Out Of County - San Mateo
CA Dept of Consumer Affairs	Monterey Peninsula Regional Parks	Out Of County - Santa Clara
California Dept of Fish and Game	Public Works	Out Of County - Santa Cruz
California Department of Forestry	Sand City Police Department	Out Of County - Shasta
CA Dept of Weights and Measures	Soledad Police Department	Out Of County - Sierra
State Fire Marshall	Salinas Police Department	Out Of County - Siskiyou
Board of Osteopathic Examiners	Monterey County Sheriff's Office	Out Of County - Solano
California Parks and Recreation	SPCA	Out Of County - Sonoma
California State Prison	Seaside Police Department	Out Of County - Stanislaus
CA State University, Monterey Bay	CA State Univ Monterey Bay	Out Of County - Sutter
Contractor's State License Board	Union Pacific Railroad	Out Of County - Tehama
Dental Board of California	Out Of County - Alameda	Out Of County - Trinity
Department of Social Services	Out Of County - Alpine	Out Of County - Tulare
Fort Hunter Liggett Police	Out Of County - Amador	Out Of County - Tuolumne
Monterey County Animal Control	Out Of County - Butte	Out Of County - Ventura
California State Prison	Out Of County - Calaveras	Out Of County - Yolo
CA Highway Patrol (Carmel)	Out Of County - Colusa	Out Of County - Yuba
CA Highway Patrol (Del Rey Oaks)	Out Of County - Contra Costa	Out of County Agency
CA Highway Patrol (Seaside)	Out Of County - Del Norte	Alisal Union School District
CA Highway Patrol (Greenfield)	Out Of County - El Dorado	Bradley Union School District
CA Highway Patrol (King City)	Out Of County - Fresno	Chualar Union School District
CA Highway Patrol (Soledad)	Out Of County - Glenn	Carmel Unified School District
CA Highway Patrol (Monterey)	Out Of County - Humboldt	Greenfield Union School District
CA Highway Patrol (Pacific Grove)	Out Of County - Imperial	Graves School District
CA Highway Patrol (Marina)	Out Of County - Inyo	Gonzales Unified School District
CA Highway Patrol (Salinas)	Out Of County - Kern	King City Joint Union School Dist
CA Highway Patrol (Sand City)	Out Of County - Kings	King City Union School District
CA Highway Patrol (Gonzales)	Out Of County - Lake	Lagunita School District
Monterey County Planning&Building	Out Of County - Lassen	Monterey Peninsula Unified S Dist
Carmel Police Department	Out Of County - Los Angeles	Mission Union School District
Monterey County District Attorney	Out Of County - Madera	North Monterey Unified School Dist
Dept of Child Support Services	Out Of County - Marin	Pacific Grove Unified School Dist
Dept of Food and Agriculture	Out Of County - Mariposa	Pacific Unified School District
Dept of Industrial Relation	Out Of County - Mendocino	San Antonio Union School Dist
DMV	Out Of County - Merced	Salinas City School District
Monterey County Parks	Out Of County - Modoc	San Ardo Union School District
Monterey County Parks - North	Out Of County - Mono	San Lucas Union School District

Monterey County Parks - South	Out Of County - Napa	Soledad Unified School District
Del Rey Oaks Police Department	Out Of County - Nevada	Spreckels Union School District
Environmental Health	Out Of County - Orange	Santa Rita Union School District
State Board of Equalization	Out Of County - Placer	Salinas Union High School District
Gonzales Police Department	Out Of County - Plumas	Washington Union School District
Greenfield Police Department	Out Of County - Riverside	Agency Unknown
King City Police Department	Out Of County - Santa Barbara	US Bureau of Land Management
Marina Police Department	Out Of County - San Bernardino	US Bureau of Narcotics Enforcement
Moss Landing Harbor District	Out Of County - San Francisco	US Customs Service
Monterey Police Department	Out Of County - San Luis Obispo	US Drug Enforcement Administration
Naval Post Graduate School	Out Of County - Sacramento	US Dept of Justice
Monterey Peninsula Airport	Out Of County - San Benito	US Forestry Service