



COLLIN COUNTY

Office of the Purchasing Agent
2300 Bloomdale Road
Suite 3160
McKinney, Texas 75071
www.collincountytx.gov

ADDENDUM No. Two (2)

Jury Management System RFP No. 2013-179

Effective: June 14, 2013

You are hereby directed to make changes to the Request for Proposal in accordance with the attached information:

Add Documents:

- Attachment C-Map
- Attachment D-Failure to Appear
- Attachment E-Window Envelope
- Attachment F-Return Envelope with No Window
- Attachment G-Return Envelope
- Attachment H-Juror Questionnaire/Jury Summons
- Attachment I-Pre-Proposal Q&A and Attendee List

Please note all other terms, conditions, specifications drawings, etc. Remain unchanged.

Sincerely,
Michalyn Rains CPPO, CPPB
Purchasing Agent

****STAND BY JURY SUMMONS INSTRUCTIONS****

ALL JURORS CHECK YOUR STATUS AFTER 5 P.M. ON THE BUSINESS DAY BEFORE YOUR SUMMONS DATE.

-Jurors who have claimed a disqualification or exemption do not have to appear.

USE YOUR JUROR NUMBER TO:

1. ACCESS THE E-JUROR SITE: CURRENT STATUS QUICK LINK OR
2. CALL THE AUTOMATED SYSTEM AT 972-548-4222 or 972-633-3222 (METRO).

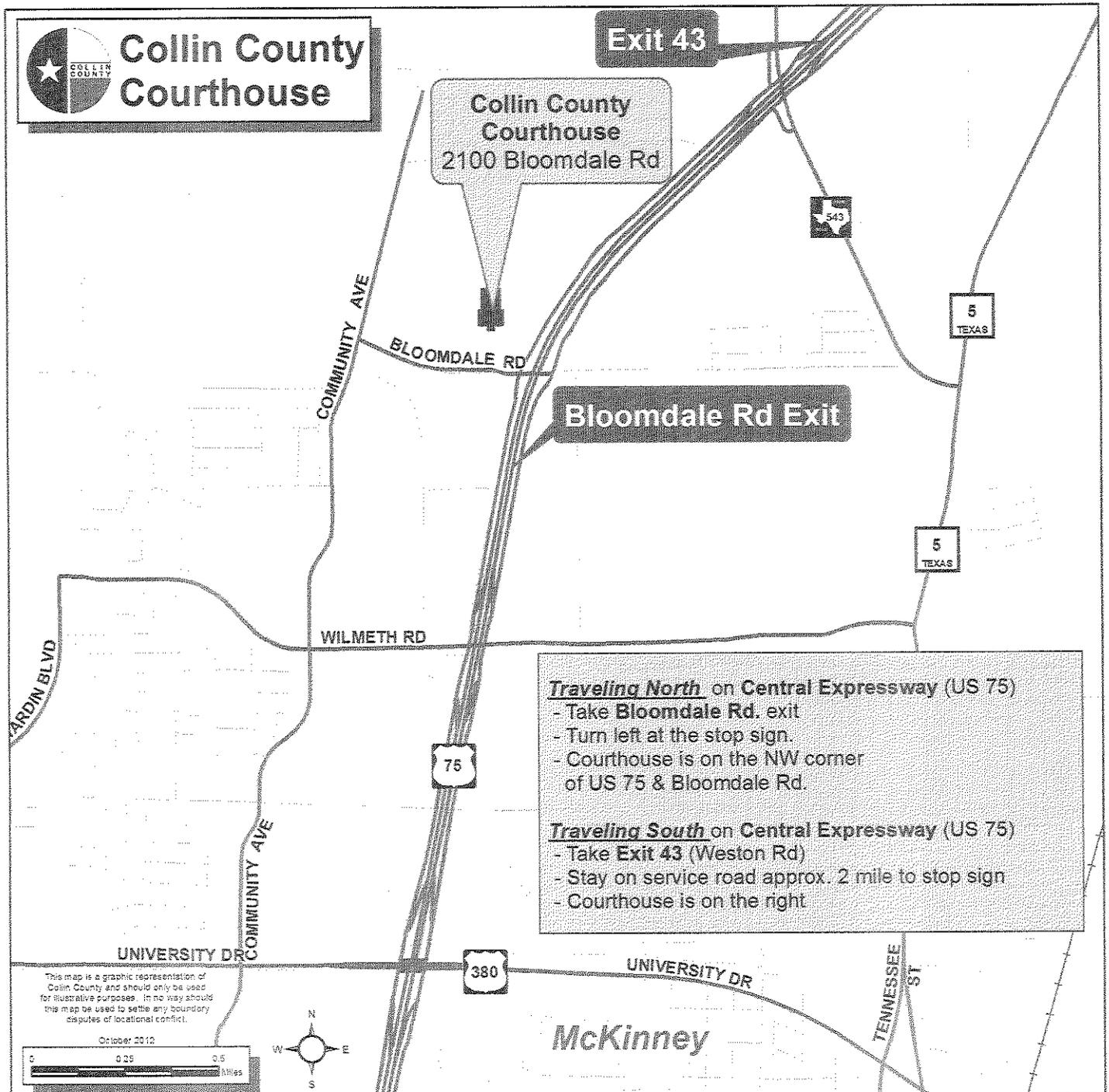
****JURORS WHO APPEAR WITHOUT CHECKING THEIR STATUS WILL NOT RECEIVE PAYMENT OR CREDIT FOR ATTENDANCE**

****ALL JURORS WILL BE SUBJECT TO A SECURITY CHECK****

NO WEAPONS, SHARP OBJECTS, KNITTING NEEDLES OR CAMERAS

***DRESS APPROPRIATELY-NO SHORTS OR UNIFORMS**

***NO FOOD OR DRINK IN CENTRAL JURY ROOM**



INSERT MAP

JUROR QUESTIONNAIRE (PAGE 2)

JURY QUALIFICATIONS If you answer "NO" to 2, 3, 4 or 5 OR answer "YES" to 7, 8, 9, 10 or 11 - DO NOT APPEAR

- Yes No 1. Juror is deceased. If yes, do not proceed.
- Yes No 2. I am 18 years of age or older.
- Yes No 3. I am a United States citizen. If non-citizen, DO NOT APPEAR.
- Yes No 4. I am a permanent resident of Collin County at time of summons date.
- Yes No 5. I can read and write.
- Yes No 6. I have a permanent physical or mental disability that would interfere with or prevent me from serving as a juror. If "Yes", a doctor's note must accompany this form.
- Yes No 7. I have been convicted of a felony.
- Yes No 8. I have been convicted of any kind of theft.
- Yes No 9. I am under indictment or legal accusation of a felony charge(s).
- Yes No 10. I am under indictment or legal accusation of theft.
- Yes No 11. I am currently serving deferred adjudication for a felony or any kind of theft.

If you claim an exemption [# 12 - 18], please fill in the appropriate bubble and DO NOT APPEAR at the location/date specified.

- 12. I have legal custody of a child/children 14 years of age or younger, and this child would be left alone during business hours.
- See "Children" in Explanation of Terms.
- 13. I am a student enrolled in and attending high school or college. Parents may sign for students.
 - 14. I am a primary caretaker of an invalid unable to care for him/herself. This exemption does not apply to health care workers.
 - 15. I am on active U.S. military duty deployed outside Collin County. Parent/Spouse may sign for juror.
 - 16. I am an officer or an employee of the Senate, House of Representatives, or any department, commission, board, office, or other agency in the LEGISLATIVE branch of state government. Does not include law enforcement officers.
 - 17. I have appeared for a jury summons in Collin County within the last 36 months. See "Jury Service" below.
 - 18. I am 70 years of age or older and would like to claim a permanent exemption.

WARNING: Failure to respond as ordered will result in legal action against addressee.

I certify that the answers on this form are true and correct. I understand that false answers provided herein subject me to perjury.

Signature _____ Date _____

EXPLANATION OF TERMS

RACE
State law requires you as a prospective juror to indicate your race.

MEDICAL
Any request for medical excuses must be included in writing with this questionnaire. Do not ask to be excused by telephone. Do not ask the court to contact your doctor. If a doctor's note is not included, you will be eligible to be placed on a jury panel. The Jury Clerk Office does not keep medical excuses on file. If you have received this Jury Questionnaire, you must provide the requested documentation.

JURY SERVICE
If you have appeared as a juror in a city (municipal) court in the past 36 months, you must include proof of service from that city.

CHILDREN
This exemption is not intended for babysitters or childcare workers.

CARETAKER OF RELATIVE
This exemption is intended for the person who is the primary caretaker of an invalid, in their home, unable to care for himself/herself.

JUROR INFORMATION

Your name has been drawn by random selection, and you are being considered for jury service in Collin County. Trial by jury is a keystone of our system of justice. Jury service is, therefore, both an opportunity and an obligation for every American.

Term of service: Court hours are generally 8:00 - 5:00, but may vary slightly. If you wish to bring something to occupy your time, feel free to do so as you may spend time waiting. If you are selected as a juror to participate in a trial, the trial will begin immediately after jury selection, unless otherwise ordered by the judge. Your jury service will end when the trial is completed. If you are not selected as a juror, your service will conclude at the end of jury selection for the date you appeared.

Failure to appear: Willful disobedience of your summons is subject to a contempt action punishable by a fine of not less than \$100 or more than \$1,000 (Texas Government Code, Section 62.0141).

Clothing: Your appearance as a juror reflects the seriousness of the proceedings. Please dress accordingly. (NO SHORTS, UNIFORMS OR INAPPROPRIATE CLOTHING).

Parking: Parking is very limited. Handicapped parking is available.

Postponements/Exemptions: Every citizen is obligated to serve when called. Texas law does not recognize exemptions for economic or business reasons. Hardships or circumstances requiring brief postponement in jury service will be considered on an individual basis. Employers are required to give employees time off for jury service (Pursuant to Civil Practice and Remedies Code, sect. 122.001).

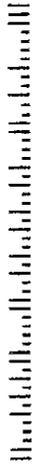
BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 240 MCKINNEY, TEXAS

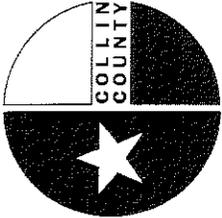
POSTAGE WILL BE PAID BY ADDRESSEE

COLLIN COUNTY COURTHOUSE
CENTRAL JURY ROOM
2100 BLOOMDALE ROAD
MCKINNEY TX 75071-8318

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



INSERT - RETURN
ENVELOPE



Jury Services
Central Jury Room
2100 Bloomdale Road, Ste. # 10234
McKinney, Texas 75071-8318

REGULAR ENVELOPE
NO WINDOW

USED TO SEND LETTERS, OR SUMMONS AND WE PRINT THE
ADDRESS ON THE ENVELOPE.

Jury Services Central Jury Room
2100 Bloomdale Road, Ste. 12090
McKinney, Texas 75071-8318



WINDOW ENVELOPE



COLLIN COUNTY

Jury Services
Central Jury Room
2100 Bloomdale Road, Ste. # 10234
McKinney, Texas 75071-8318
(972) 548-4315 • 424-1460 (Metro) ext. 4315

ERIC EDWARD BENAVIDES
100 AFFIRMED LN
FAIRVIEW TX 75069



100093467

June 14, 2013

RE: FAILURE TO APPEAR

Dear ERIC EDWARD BENAVIDES:

You were summoned to appear for Jury service at COLLIN COUNTY COURTHOUSE on Tuesday, June 04, 2013.

YOU FAILED TO APPEAR and were not validly excused from service.

You have now been rescheduled to appear on MONDAY, JUNE 24, 2013 at 2100 Bloomdale Road, McKinney, Texas 75071 at 8:30 a.m.

FAILURE TO APPEAR on the rescheduled date above may result in a criminal penalty as prescribed by law. In addition, a person summoned for jury service who does not comply with the summons as required by law or who knowingly provides false information in a request for an exemption or to be excused from jury service is subject to a CONTEMPT ACTION punishable by a fine of not less than \$100 but not more than \$1,000.

Sincerely,

JURY CLERK

FAILURE TO APPEAR LETTER
GENERATED BY OUR SYSTEM AND WE CHOOSE
RESCHEDULED APPEARANCE DATE

Jury Management System
Pre-Proposal Conference
Questions and Answers
June 11, 2013, 2:30 p.m.

Questions & Answers:

- 1) Please advise if the technical and price should be submitted together in 1 binder, or should these be presented separately. **You can present separately. However it's not a requirement.**
- 2) The RFP did not indicate how many copies of our proposal are to be submitted, please advise. **If you are submitting hard copies please submit 4 copies.**
- 3) The RFP asks for financial statements:
 - a.) Does this apply only to primes, not subcontractors? **Just on the prime firm.**
 - b.) How many years of financials are to be submitted, only 2012? **2012 or you're most recent audited financial statements.**
 - c.) As a public-traded company, our financials are large. Can we submit a CD of our financials in lieu of hard copy? **Yes.**
- 4) Can the County please send a listing of all documents required for this solicitation to ensure bidders comply with all requirements? **Please review and submit the following documents. Be sure to review the bid specifications to make sure you have met all of the bid requirements prior to submitting your proposal.**
 - **Responses to Attachment A-Business Requirement**
 - **Response to Attachment B-Jury Management System-Pricing Tables**
 - **Company Profile and Signature Form**
 - **Conflict of Interest Questionnaire**
 - **Affidavit of Compliance Immigration and Reform Act of 1986**
 - **W-9**
 - **Bidder Survey**
- 5) Please confirm if this submittal will be electronic or hard copy? **We prefer electronic submissions. However, we will accept a hard copy response. Electronic submissions shall be submitted through BidSync only. If you submit a hard copy response please include proposal on a cd.**
- 6) The RFP outlines a contract term of one year with four options years. Would the County consider a five year contract if the vendor can demonstrate a price savings for the County? **Sure if you want to propose a different option for us that's fine. However, you will need to offer a proposal based upon our requirements first. Then, you are more than welcome to list different options after that.**
- 7) Could the County provide estimated quantities and samples of summons, post

cards, inserts, FTA notices and all of other forms that they currently printed and mailed today?

Please refer to the document section to see the following samples:

- **Attachment C-MAP - insert with each questionnaire with summons. We print approximately 150,000 annually.**
- **Attachment D-FAILURE TO APPEAR - generated by our system and we print approximately 16,000 annually.**
- **Attachment E-WINDOW ENVELOPE - used to mail questionnaires with attached summonses, denied letters, failure to appear letters, excused letters, disqualified letters, and refuse excuse/denied letters - use approximately 150,000 annually.**
- **Attachment F-RETURN ENVELOPE WITH NO WINDOW - used to send letters, or summons (without questionnaire) and we print the address on the envelope (1,000-2,000).**
- **Attachment G-RETURN ENVELOPE - insert with each questionnaire with summons attached. We use approximately 150,000.**
- **Attachment H-JUROR QUESTIONNAIRE/JURY SUMMONS- We use approximately 150,000.**
- **We do not use post cards for anything in the juror management system.**

8) Who is your current IVR Vendor? **MGS Services**

9) Are you open to a specific built IVR that coincides with the jury or built to work with current IVR system? (In other words, is your current IVR Jury specific and if it is, is there only an expectation that will integrate with it or are you also in the market for off the shelf IVR system that works with the current jury system.) **We have an IVR system that is integrated with other departments within the county.**

10) Are you looking for a full IVR system for the County not just the jury specific department? **Yes.**

a.) So you are looking for another IVR piece that would integrate with that? **Yes**

11) Can you confirm what your preferred platform is, you asked for a web based application? Are you looking for .net, Oracle, etc? **We are going to leave that up to the contractor to make a suggestion in their proposal. We are not giving any direction.**

12) Do you have a preferred at hawk reporting tool? **We have used Crystal reports in the past if that's a part of your bid that's ok with us. However, we are open to all options.**

13) What data would you like to convert? **We have to keep history so we can refer back to it. Therefore, we want that data from old system extracted and loaded into the new system.**

- a.) So then you're looking for a full data base conversion not just jury data. (For example jury data conversion would include: Basic data-such as deferrals, permanent disqualifications, Service history. Then there is a full conversion where you are literally taking everything from every data table and converting over to a new system. One is very different from the other.) **We will leave that up to the vendor to answer but I am assuming that all of the data elements that are relative to past history that we have to go back and refer to things like disqualifications would need to be pulled over into the new system so we can defer back to them. We are not going to want to go back into the old system to pull data while we are using a new system.**
- 14) Do you have a vendor contracted to do IT Services in the county or do you have your own IT Services. **We have an IT department here within the county.**
- 15) Will vendors get to see the final scoring of bidders after the selection is made? **You can request that after we have made an award.**
- 16) Are you asking for hardware? If so, is it a mandatory requirement that we provide the hardware? **We are looking for a complete package. If you have to subcontract that out that's fine but we are looking for hardware to be included.**
- 17) Is the county open to a hosted solution? (You're asking for a web based application and then you are also asking vendor to provide hardware. What happens if that hardware were not hosted by it?) **In a hosted environment per the RFP document we are asking for suggestions for monitors and kiosks to be located within the courthouse.**
- a.) How would it work if the whole thing was being hosted off site, from the cloud? **As long as your machines that were going to post inside the building can communicate to the cloud we can analyze any suggestion that you guys have as a vendor. If you're recommending that solution, being that our system is 8 years old and the cloud has matured enough to the point that you can do a whole hosted solution including hardware. Then we can consider it as long as it interfaces with our IVR.**
- b.) Is there a need to put an addendum out if you're asking for a hosted price then? **You are more than welcome to list a hosted solution as an option.**
- 18) What if I request a subscription are you up for subscribing or only of interest of in purchasing the whole license? **We would rather pay for it and own the license at the end of it. However, cost is a factor so if paying for the license at the time of installation is a better option cost wise versus paying for the license over a period of time. Then, I think that's the direction we would look at.**

19) Do you want the kiosk to be able to pay the juror? **We would like the option to consider doing that.**

a.) If so, would you want credit, cash, and check? **We prefer checks but we will accept cards. No cash.**

Attendees:

Heath Rosenstein, Judicial Systems Inc.

Gary Egnor, AMCAD

Michael Hartman, Xerox-ACS

Shirley Markum, Sypherlink Inc.

John Arntsen, Courthouse Technologies

Mary O'Donnell, Jury Systems Inc.

Steve Andrews, Xerox

Gary Dower, Judicial Systems Inc.

Steve Bearden, Courtview Justice Solutions

Mike Malak, Collin County I.T.

Kristy Littrell, Collin County I.T.

Andrea Thompson, Collin County District Clerk

Michelle Patrick, Collin County District Clerk

Kristi Wells, Collin County Jury Clerk

Jackie Permenter, Collin County Jury Clerk

Mary Pierce, Collin County Jury Clerk

Dena Harris, Collin County Jury Clerk

Sara Hoglund, Collin County Purchasing

Courtney Wilkerson, Collin County Purchasing