



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Jury Management System Project
ITN No. 17-02 Answers to Vendor Questions

The following Clerk responses to vendor-submitted questions shall clarify
ITN No. 17-02 accordingly:

Date Received	Vendor Question	Clerk Response
February 27, 2017	<p>ITN Section #: 1.19 Technical Requirement; page 29</p> <p><i>Allow the Clerk to own and have unrestricted access to the data within the database including a complete set of object and source code and system documentation for the jury system subject to the Clerk entering into a confidentiality agreement with the Vendor.</i></p> <p>Is ownership of the source code mandatory?</p>	<p>In lieu of the Clerk having ownership of the source code, the vendor must maintain a copy of the source code in escrow, at an independent facility (i.e. Iron Mountain), for use by the Clerk's office should the vendor not maintain or support the Jury Management System to the satisfaction of the Clerk's office.</p>
February 27, 2017	<p>ITN Section #: 3.12, page 57</p> <p><i>The Proposer shall provide an on-site Project Manager to act as a liaison between the Proposer's project team and the Clerk's Project Director/Manager.</i></p> <p>Is an on-site PM mandatory? Will the County consider a remote PM?</p>	<p>For effective project management, it is critical that the selected vendor provide an on-site Project Manager who is <u>solely dedicated</u> to the Jury Management System project. The vendor's PM will work closely with the Clerk's PMO. On occasion, the vendor's PM <u>may be able</u> to work remotely for specific, agreed upon periods of time during the project implementation.</p>
March 3, 2017	<p>Will you be allowing your current vendor to respond to this RFP?</p>	<p>Yes. All vendors who meet the minimum requirements are invited to respond.</p>
March 3, 2017	<p>In section 1.8 – Interface with External Systems, you mention that the system must "include capability to electronically interface with the Driver's Lists". Can you clarify what this interface would look like? Are you referring to the system being able to have direct integration with the Florida Driver's License Database?</p>	<p>Yes, the Jury Management System must be able to interface with the Florida Division of Highway Safety and Motor Vehicle in order to receive data updates from their database.</p>
March 3, 2017	<p>To clarify, the County would like 2 unbound documents, 5 bound documents, and 5 flash drives as part of the response, correct?</p>	<p>Yes. Please refer to section 1.15 of the ITN for the exact number required of each format for both the ITN Reply and the ITN Cost Reply.</p>



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March 3, 2017	If there are any exceptions to the RFP or the contract template, where in our response should this section be placed?	In Section 3, Reply Requirements, there are 36 sections which must be replied to. If you have any exceptions, please add Section #37 and title it EXCEPTIONS.
March 3, 2017	Can you confirm that .Net, Windows Server and SQL Server are the county's preferred platforms?	Yes
March 3, 2017	Can you confirm that the County are desiring a web-based architecture for the JMS?	Yes
March 3, 2017	Does the County prefer a COTS (Commercial-off-the-Shelf) jury system?	Yes
March 3, 2017	Can you confirm that .Net, Windows Server and SQL Server are the County's preferred platforms? (duplicate question)	Yes
March 3, 2017	Does the County have a preferred Ad hoc reporting tool(s)? Does the County own licenses for such an ad hoc reporting tool that you anticipate using in this project?	The Jury Management System should have the capability to produce reports, including financial reports. SSRS and SharePoint are currently used for reporting purposes.
March 3, 2017	Does the County prefer a hosted solution over local hosting?	Local preferred
March 3, 2017	Will the County be running the JMS in a virtual environment?	Yes, preferably
March 3, 2017	You mention in the Requirements that you wish to print checks from the JMS. You also mention the JMS should be able to extract a file or have full integration with the County's financial system. Does the County have a preference of one over the other?	The preference is for the JMS to print checks, perform all financial transactions, send the positive pay file to the bank, complete the bank reconciliation, and produce the journal entry file for posting the disbursements in the financial system (PeopleSoft). These requirements are listed in the following functional checklist items: JMS 118, JMS 119, and JMS 120.
March 6, 2017	<p>See language in ITN Section 3.32, page 66</p> <p><i>For each item in this section, describe how the vendor will support future versions of each, at what cost, and how the vendor intends to incorporate replacement products and/or services.</i></p> <p>"Is the above requirement only applicable to third party products / services that are INCLUDED in the proposal?"</p>	Yes, it requires that the vendor explicitly supply information regarding any third-party product or services which will be a part of the overall solution being proposed by the vendor.



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March 6, 2017	<p>ITN Section 3.15, page 58 <i>Provide a Data Conversion Plan that includes database conversion for the Clerk's existing databases and other existing ancillary systems. Conversions will occur during the appropriate implementation.</i></p> <p>What "other existing ancillary systems" is the Clerk referring to?</p>	<p>Including, but not limited to, data from the Supervisor of Elections, the Department of Health, and the Department of Motor Vehicles.</p>
March 6, 2017	<p>ITN Section 1.7, page 11, item #8 <i>Software Support and Maintenance Cost for the term of the agreement, plus a transition period.</i></p> <p>What is the "term" of the agreement?</p>	<p>The term of the agreement is something that will be decided during contract negotiation.</p>
March 6, 2017	<p>How many Court users will be utilizing the system?</p>	<p>Approximately 75 to 100 Clerk staff members.</p>
March 6, 2017	<p>How many summonses are generated per year?</p>	<p>In 2016, there were approximately 155,000 summonses generated for the year.</p>
March 6, 2017	<p>How many physical Court locations do jurors report to?</p>	<p>Currently, one at the main courthouse in West Palm Beach; however, the vendor's JMS should be flexible enough to handle jury pools at multiple locations, simultaneously.</p>
March 6, 2017	<p>Functional Checklist, JMS 092 <i>The system shall enable the user to pull a jury panel from the juror list and print/display (online) an ordered copy of the Juror Questionnaire.</i></p> <p>For this requirement, is it the Courts expectation to display/print juror questionnaires for each of the selected panel members and how they responded?</p>	<p>Yes. The Court must have the ability to create juror questionnaires using specific questions selected by individual Judges for specific trials.</p>



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<p>March 6, 2017</p>	<p>ITN Section 1.7, page 10 <i>System must be approved by the Chief Judge of the 15th Judicial Circuit.</i></p> <p>What criteria will be used by the Chief Judge to determine approval of the system?</p>	<p>Refer to the 2016 Florida Statutes, Chapter 40, including, but not limited to, 40.225(3) which states: <i>The Chief Justice shall examine the proposed plan for compliance with applicable statutory requirements and with established technical standards and procedures. If the Chief Justice finds that the proposed plan is in compliance with applicable statutory requirements and established technical standards and procedures, will produce venires selected by lot and at random, and is otherwise feasible and practicable, an administrative order of approval of same shall be made and filed. Thereafter, the approved system for automated selection of jury venires shall be used in the county so authorized.</i></p>
<p>March 6, 2017</p>	<p>ITN Section 1.12, page 33 <i>Software's ability to interface with existing Clerk, State, and County systems.</i></p> <p>Can the Court provide a list of existing interfaces needed for this ITN?</p>	<p>Currently these systems include PeopleSoft and Courtview's CMS, ShowCase. In addition, the selected vendor must work with Palm Beach County's ISS agency in order to generate printed summons, along with information cards.</p>
<p>March 6, 2017</p>	<p>ITN Section 1.9, page 28 <i>System must be approved within the State of Florida by the Florida Supreme Court and pass all certification requirements.</i></p> <p>Is it the County's expectation that certification documentation be provided as part of the ITN?</p>	<p>Yes, see Appendix C. Vendor may also submit a draft of the proposed plan to PJ Stockdale, Court Services Division, Office of the State Courts Administrator, Supreme Court Building, 500 South Duval Street, Tallahassee, FL 32399, prior to completing the formal reply process.</p>



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<p>March 6, 2017</p>	<p>ITN Section 3.34, page 69 <i>Maintenance: Vendors must submit written project descriptions detailing the vendor's past maintenance experience, schedules and accomplishments similar to the scope requirements defined in (Section 1.6).</i></p> <p>Please clarify this requirement. Do you want a description of the current support program? What do you mean by "detailing the vendor's past maintenance experience?" What type of schedule are you referring to? New Releases" What type of response are you looking for when referencing section 1.6?</p>	<p>The vendor should provide an example of a past maintenance agreement, including SLAs & support specifics, for a county of similar size to Palm Beach.</p> <p>(NOTE: Please ignore the reference to section 1.6 in relationship to section 3.34)</p>
<p>March 8, 2017</p>	<p>Will the court be generating checks for jurors in house or generating a payment file that can be sent to another check printing system?</p>	<p>The preference is for the JMS to print checks, perform all financial transactions, send the positive pay file to the bank, complete the bank reconciliation and produce the journal entry file for posting the disbursement in PeopleSoft.</p>
<p>March 8, 2017</p>	<p>Requirement #220: <i>Vendor must provide an interface with the Clerk's financial system. (PeopleSoft)</i></p> <p>Will the interface be a real time interface or be a manual transfer of a batch file?</p>	<p>The preference is for JMS to produce a journal entry file to post the disbursement activity in the Clerk's financial system (PeopleSoft) electronically on a weekly basis.</p>



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<p>March 13, 2017</p>	<p>Section 3.29, Financial/Business Stability, page 63</p> <ul style="list-style-type: none"> • <i>Reply Section 29 - Vendor should submit the following financial statements:</i> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Current Fiscal year Balance Sheet and Income Statement prepared in accordance with generally accepted accounting principles. If the Financial Statements are not certified by an independent Certified Public Accountant, there should be a notarized statement certifying the accuracy of the financial information and signed by the Chief Financial Officer of the company.</i> <input type="checkbox"/> <i>Balance Sheets and Income Statements for the prior two (2) Fiscal Years of operation, prepared in accordance with generally accepted accounting principles and certified by an independent Certified Public Accountant.</i> <input type="checkbox"/> <i>If vendor is a Wholly-Owned Subsidiary, the above referenced financial information for the parent company should also be submitted.</i> <input type="checkbox"/> <i>If vendor intends to be a Franchise, Partnership, LLP, LLC, C or S Corporation or joint venture, the above referenced financial information of the franchisee, each partner, each LLC/LLP member or each joint-venture should be submitted.</i> <input type="checkbox"/> <i>A copy of the Company's last complete Federal Income Tax Return.</i> <input type="checkbox"/> <i>If vendor intends to be a Sole Proprietorship, include the three (3) most recent personal Federal Income Tax Returns.</i> <p>Given the length of our audited financial statements (more than 200 pages), can Bidders provide these documents in electronic format only?</p>	<p>Vendor should make every effort to include the financial statements in the vendor's reply. However, if the financial statements are voluminous, then it is okay to submit them in a separate binder marked accordingly.</p>



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<p>March 13, 2017</p>	<p>1.15 Reply Submission, page 35 <i>All hard-copy replies must be submitted on 8½ x 11 inch paper.</i></p> <p>The ITN restricts page size to 8 ½ X 11 inch paper. For complex documents like Microsoft Project plans and architecture diagrams, may Bidders use larger paper folded down to 8 ½ X 11 inch size?</p>	<p>Vendor should submit the reply documents in a 8 ½" x 11" paper format. If a vendor's document is difficult to read, the Clerk's office can request that document in a larger format.</p>
<p>March 13, 2017</p>	<p>Reply Section 27 - <i>Proposer shall submit the attached Reply Certification Page (Appendix C), signed, with either a corporate seal affixed or notarized.</i></p> <p>3.28 Functionality Checklist</p> <p>Reply Section 28 – <i>Proposer shall submit the attached Functionality Checklist (Appendix E), signed, with either a corporate seal affixed or notarized.</i></p> <p>Please confirm that notarization is acceptable in lieu of a corporate seal on Appendix C and Appendix E forms.</p>	<p>Yes. A notarization is acceptable in lieu of a corporate seal on Appendix C and Appendix E.</p>



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March 21, 2017	<p>Vendor states: <i>I am not sure if you were aware but in your response requirements, you ask for Appendix E – Functionality Checklist to be submitted twice. Once in section 3.28 and again in 3.35.</i></p>	<p>The Functional checklist should be submitted in two different formats:</p> <p>3.28 (<i>hard copy</i>) Reply Section 28 – Proposer shall submit the attached Functionality Checklist (Appendix E), signed, with either a corporate seal affixed or notarized.</p> <p>3.35 (<i>electronic copy</i>) Reply Section 35- (Excel File) Vendors must provide responses to the technical and functional statements and/or questions included in the Application Functional Checklist. Vendors are reminded that a copy of the Excel file must be submitted via flash drive. Instructions for completing the Application Functionality Checklist are located on the first tab of the spreadsheet. Each functional description must contain a vendor response.</p>