

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 1 TO RFP No. 18-0083-1

FOR: JURY MANAGEMENT SYSTEM SOFTWARE FOR CHATHAM COUNTY

Please find answers to questions received to date:

1. Who is the current provider of the JMS? ICS contracts with Mike Pappafotis who has the system on a Zortec/rhsamba system.
2. How many summonses do you issue on a yearly basis? While using the 2017/18 master jury list (Sept 2017 thru August 2018) we summoned 34,088 for petit jury service and 570 for grand jury service. (We do send more summonses since we resend summonses when we find out change of addresses, and resend to replace lost ones, etc.)
3. Are summons produced in-house or does a 3rd party print them? In-house on forms ordered from a local printer.
 - a. What about other documents (FTAs, etc.)? in-house on forms from a local printer. The FTA forms have some pre-printed information on them, the petit summons do not (they are trifold forms that are folded to be readied to mail by an in-house folder/sealer. The grand jury summonses are printed off of Wordmill to interface with the jury software to fill in variables on the wordmill form, then the grand jury summonses are printed to an in-house color printer. The envelopes for the grand jury summons are printed from the jury management software to an in-house printer. Grand jury summonses are hand stuffed by staff and then mailed.
4. What data should be considered for the conversion? Deferral's, Exemptions, Financial Data, Juror History? Because of the new retention requirements, we will need the past 10 years of data converted and retained. The Jury Composition Rule states under 5. d. "Local additions, deferrals, excusals, and inactivations shall be performed and maintained in a manner that preserves the record of the juror, the reason for the action, and the relevant dates related to the action. "
Also, all death penalty trial information is to be kept permanently according to the retention schedule. We have not had a death penalty trial actually take place since about 2005, so only ones occurring from now on will need to be stored - none converted.
The records concerning the financial juror payments need to be kept for 5 years to ensure we adhere to the retention schedule.

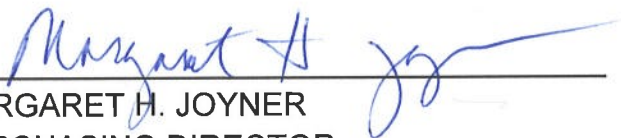
5. Regarding requirement C.1.7: Can you provide additional insight on what is meant by the state provided number for trial and grand jury systems? **The state (Council of Superior Court Clerks) provides an ID number for each record that is included on the master list of jurors sent every year. It is supposed to be a unique number but has not always been unique (we have had records with the numbers duplicated) in past master lists, so that possibility must be accommodated for.**

6. Regarding Requirement 4.3.14 Pre-sort summonses by numerical order prior to mailing.

What is meant by "numerical order"? Is the County referring to sorting by the Juror Id number or by zip code number similar to Req. 4.4.4?

Numerical order of those who were summoned each week. Those summoned are randomly assigned a juror number that appears on their summons and determines when they are called to report during their week. Each week we use that numerical listing to determine what range of juror numbers need to be called to report. We have an alphabetic listing each week to be able to look up what a summoned juror's randomly assigned number is when they have lost their summons. Which is also why to look up someone who calls us in the system, we enter the week they were summoned and their juror number. The summons presently are printed in their weekly numerical order so that we can check to make sure they are all printed before mailing them.

DUE DATE REMAINS OCTOBER 4, 2018 AT 5:00 pm


MARGARET H. JOYNER
PURCHASING DIRECTOR
CHATHAM COUNTY