

ANSWERS TO QUESTIONS FOR RFP# ALPINE-032025- JURY MANAGEMENT SYSTEM AND SERVICES

Issue Date:

April 16, 2025, *Estimate*

The following document shall be incorporated as part of the above-mentioned RFP.

ALL OTHER REQUIREMENTS, TERMS, AND CONDITIONS REMAIN UNCHANGED

Question#1.

- 2.8** Incorporate the time qualification information in the juror's voir dire or biographical data, which can be used to electronically select time qualified panels to be sent to courtrooms. **Question: Please define or clarify the term "time qualification information" in the juror's voir dire.**

Answer:

Identify jurors who are able to serve for the estimated length of trial (number of days) and court's regular hours of operations as described in 2.7.

Examples of Length of Trial: Estimated Length of Trial: 5-7 Days

Example of hours of operation: For purposes of jury service, trials are in session Tuesday through Thursday from 9:00 a.m. until 4:30 p.m. Juries may also deliberate on Fridays. The Court generally will take two 15 minute recesses at approximately 10:30 AM and at 3:00 PM. Lunch breaks will normally be from 12:00 – 1:30 p.m. Prospective jurors should make arrangements to remain the entire day.

- 2.9** Make a random selection of a Court user specified number of pool members, with specific terms of availability for assignment to a time-qualified panel.

Question: Please define or clarify "time-qualified panel".

Answer:

Identify jurors who are able to serve for the estimated length of trial (number of days) and court's regular hours of operations as described in 2.7.

Examples of Length of Trial: Estimated Length of Trial: 5-7 Days

Example of hours of operation: For purposes of jury service, trials are in session Tuesday through Thursday from 9:00 a.m. until 4:30 p.m. Juries may also deliberate on Fridays. The Court generally will take two 15 minute recesses at approximately 10:30 AM and at 3:00 PM. Lunch breaks will normally be from 12:00 – 1:30 p.m. Prospective jurors should make arrangements to remain the entire day.

3.4 Court users can assign jurors to panels of any size (up to 100) either by a process of random selection or by group and track the panel members to and from the courtroom. Assignments may be subject to conditions such as time-availability. Such conditional assignments shall be drawn from lists provided by the system, based on affidavit information and will be managed by Court users.

Question: Again define or clarify “time-availability.”

Answer:

Identify jurors who are able to serve for the estimated length of trial (number of days) and court’s regular hours of operations as described in 2.7.

Examples of Length of Trial: Estimated Length of Trial: 5-7 Days

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6.15 Provide an internal paperless optimal solution using the Court’s Document Management System. All scanned documents should be categorized and indexed automatically using advanced scanning processes. **Question: What is the name of your Court Document System, and define what specific documents you are referring to. Ie. Summons, medical excuse documents, employment letters, deferments...**

Answer:

No integration with the Court’s CMS is required. The Court has no existing Court Document System for Jury. Documents include any jury documents including *Summons, medical excuse documents, employment letters, death certificates, deferments...*

Question #2.

Product/Operations Questions for Alpine RFP:

5.2 Audit feature for tracking Court user activity. **Question: please define ‘audit feature’. Is this a reporting feature or something else?**

Answer:

Logs court user logins, logouts, and actions within the system for the purposes of tracking accountability and security.

6.2 Support mobile devices, smart phones, tablets, etc. **Question: please define who the end user is. Will this be specific to jurors using the Genesis site, or jurors using the public portal?**

Answer:

End User is summonsed juror using the public portal.

6.3 provide access to its features via API calls. **Question: What use cases or outcomes are expected?**

Answer:

Not a requirement

6.23 Provide the functionality to archive all juror records on demand for a Court user-specified period of time and allow historical access to archived records. The archive function will allow the Court users to select pools, juries, and other groups, and delete part of the database, retaining only a predefined portion of the juror's history. The archive function will also allow the Court user to move specified juror records to other storage media. **Question: what is the court looking to accomplish with these archival subsets of records?**

Answer:

Most of the archiving subsets will not be needed. Archiving will be used primarily for audit purposes and to remove permanently excused jurors from production.

9.3 Provide activity logs of all Court user activities within the system. **Question: What specific data does the county intend to monitor?**

Answer:

see answer to 5.2 above