

STATEMENT OF WORK

Stanislaus County Superior Court Jury Summons Specifications

1. General Description

The Superior Court of California, County of Stanislaus, hereinafter referred to as “Court”, has a need for a Contractor to print, process and mail the Court Jury Summons as described herein. Services are to be provided initially for 1 year and allowing the opportunity for two 1 year options to extend. The printing and mailing of the Jury Summons is an essential and important Court responsibility. Therefore, it is critical that the Contractor perform the work described in an accurate and timely manner.

2. Statement of Services

The Contractor will provide services to assist the Superior Court of California, County of Stanislaus in printing and mailing jury summons as described in this Section.

2.1 Jury Services Printing

- A. Work with the Court’s staff to configure the Court’s current digital version of the jury summons to be printed under this contract.
- B. Contractor will print the jury forms according to specifications provided by the Court so that they will be compatible with the electronic data files created by Jury Systems, Inc.’s system or any other jury management system utilized by the Court.
- C. Contractor will process jury data information provided by the Court in the following manner for preparing the jury forms for printing and processing.
- D. Court creates a fixed-width electronic data file and sends it via a vendor-hosted FTP site or website for vendor to process and insert into appropriate forms for printing.
- E. The Summons records in the file created from the data provided by the Court shall be verified on the day the records are produced and are to be in the mail within 48 hours of receipt of file transfer from the Court.
- F. Summons shall be printed and mailed with the potential juror receiving it in about 72 hours after the Court sends the file to vendor.

- G. Summons requirements specify that both sides will contain variable information that is printed on the form.
- H. The Court estimates that approximately 80,000 summons forms are printed and mailed each year.
- I. The size of the Summons form is 8 ½” x 14” and will require an envelope for mailing.
- J. Contractor understands that at any given time the format, design, layout, data information and specifications of the juror summons form may change. Vendor will work with Court staff in configuring a digital version of the revised jury summons to be printed under this contract.
- K. Contractor understands the time sensitive requirements of providing their services and the statutory and Court Rules requirements that govern the Jury Summoning process of which they are a part.
- L. Contractor will make all reasonable effort to assist the Court in meeting its mandated jury processes in the event that there are any problems with the normal processing of the jury forms.
- M. Contractor will comply with any requests by the Court for information on their processes and method of operation when needed in response to inquiries on the integrity of the Court’s jury summoning process and procedures.
- N. Contractor will be required to provide an ongoing accounting of the postage used and the account balance for a complete postage audit trail.
- O. Coding Accuracy Support System (CASS) Certification to validate, correct and standardize address data to qualify for the highest postal discounts available.
- P. Notice Change of Address (NCOA) link will be sent back electronically to be changed in the juror data base. Vendor will provide an estimate on the cost per file sent.
- Q. Contractor will return all changes in addresses to the Court in specific format that allows the Court to make changes automatically in the Court’s database with no manual entry.

- R. Contractor will post PDF files of all summons on line for the Court's review if needed.
- S. Contractor will post postage reports on line for verification of all files sent.
- T. Postal reports will be sent to authorized personnel with each mailing for audit of postage.
- U. Contractor will issue a site for the Court to post all questions or concerns.
- V. Contractor will provide a history of all mailings on the Court's secure site for history of all mailings.

3. Jury Summons Specifications

- A. Document Size: Legal 8-1/2" x 14"
- B. Paper: 24 lb. White 92% Brightness and 89% Opaque
- C. Ink Colors: PMS 1807 Red and 615 Tan; Black Ink Print
- D. Imaging: Two sides (California Summons Format)
- E. Finished/Folded Size: 8-1/2" x 3-5/8"; 3 Folds
- F. Perforations: The document will have one (1) partial perforation and two (2) full perforations; partial perforation allows the Juror Badge to be detached with ease; full perforations allow for the Parking Pass and the Response Form to be detached with ease.

4. Jury Summons Outgoing Mailing Envelope Specifications

- A. Envelope Description: #10 Double-Window Envelope
- B. Envelope Size: 4-1/8" x 9-1/2"
- C. Paper: 28 lb. White Woven; Security Tint Inside Envelope
- D. Window Size Top: 1-1/8" x 4"
- E. Window Placement Top: 7/16" from the left and 1/2" from the top.

- F. Window Size Bottom: 1-1/4" x 4-5/16"
- G. Window Placement Bottom: 7/16" from the left and 5/8" from the bottom.
- H. Ink Color: Black
- I. Preprinted "OFFICIAL JURY SUMMONS ENCLOSED" in bold capital letters.

5. Jury Summons Reply Envelope Specifications

- A. Envelope Description: #9 Single-Window Envelope
- B. Envelope Size: 3-7/8" x 8-5/8"
- C. Paper: 28 lb. White Woven; Security Tint Inside Envelope
- D. Window Size: 1-1/8" x 3-3/4"
- E. Window Placement: 3/8" from the right and 9/16" from the bottom.
- F. Ink Colors: Yellow and Black
- G. Yellow border 3/16" thick from the left and running down the side 1-1/2" in length from the top. Yellow border 1/4" thick from the top and running along the top side 4-1/8" in length from the left.
- H. Preprinted in the upper left hand corner "FROM:" with capital letters with three fillable lines measuring 2-3/8" in length each and " CHECK BOX IF ADDRESS HAS CHANGED." below the three fillable lines.
- I. Preprinted "PLACE STAMP HERE" inside a text box measuring 11/16" x 13/16" and placed 3/8" from the right and 1/4" from the top.

6. Process and Security Specifications

- A. Court will submit a FTP file once a week to the Contractor with the names of prospective jurors.

- B. Contractor shall then run the file through the VeriMove process to eliminate invalid addresses.
- C. Contractor will send file back to the Court with the names of the jurors with invalid addresses so they can be excused in JSI system.
- D. Contractor will process the remaining names on the file and put them on the Jury Summons.
- E. Contractor shall insert the Jury Summons together with one (1) Jury Summons Reply Envelope into a Jury Summons Outgoing Mailing Envelope so the delivery address is visible through the Outgoing Mailing Envelope Window; the Outgoing Mailing Envelope shall then be sealed, given the proper postage and mailed the day after receiving the file.
- F. The mailing process shall take advantage of all available sorting, coding, bar-coding and bundling operations permitted by the U.S. Postal Service to reduce the cost of mailing.

7. Data Security

To protect the privacy of individuals and the integrity of the juror information database, Contractor will be required to establish data maintenance procedures comparable to the processing and storage of financial transactions. Contractor shall establish data back-up systems and emergency processes related to loss or incapacitation of hardware and software systems and production facilities.

8. Other Requirements

- A. Customer Service. Contractor will maintain a toll-free number for ordering and customer service inquiries from the Court Monday through Friday, 8:00am to 5:00pm, excluding Court holidays.
- B. Contractor will submit an invoice within five (5) work days of each jury summons mailing to the Court for products and services rendered. This invoice shall only be based upon the number of mailers which were successfully produced and mailed, not to include any mailers which were destroyed or deemed unfit for mailing. Invoice will also specify Jury Pool date.

9. Court Holidays

The Court conducts business, Monday through Friday, from 8:00am to 5:00pm and is closed on the following holidays:

JUDICIAL COURT HOLIDAY SCHEDULE

Holiday	2016	2017	2018
New Year's Day	Jan 1 (Fri)	Jan 2 (Mon)**	Jan 1 (Mon)
Martin Luther King, Jr. Day	Jan 18 (Mon)	Jan 16 (Mon)	Jan 15 (Mon)
Lincoln's Birthday	Feb 12 (Fri)	Feb 13(Mon)**	Feb 12 (Mon)
President's Day	Feb 15 (Mon)	Feb 20 (Mon)	Feb 19 (Mon)
Cesar Chavez Day	Mar 31 (Thurs)	Mar 31 (Fri)	Mar 30 (Fri)
Good Friday	Not Observed*	Not Observed*	Not Observed*
Memorial Day	May 30 (Mon)	May 29 (Mon)	May 28 (Mon)
Independence Day	Jul 4 (Mon)	Jul 4 (Tue)	Jul 4 (Wed)
Labor Day	Sep 5 (Mon)	Sep 4 (Mon)	Sep 3 (Mon)
Admission Day	Not Observed*	Not Observed*	Not Observed*
Columbus Day	Oct 10 (Mon)	Oct 9 (Mon)	Oct 8 (Mon)
Veterans Day	Nov 11 (Fri)	Nov 10 (Fri) **	Nov 12 (Mon)
Thanksgiving	Nov 24 (Thurs)	Nov 23 (Thurs)	Nov 22 (Thurs)
Day after Thanksgiving	Nov 25 (Fri)	Nov 24 (Fri)	Nov 23 (Fri)
Christmas Day	Dec 26 (Mon) **	Dec 25 (Mon)	Dec 25 (Tues)

If a holiday occurs on a Saturday, the previous Friday will be observed as that holiday. If a holiday occurs on a Sunday, the following Monday will be observed as that holiday. Contractor is responsible for obtaining a schedule of holidays from the Court. The Court reserves the right to change holidays and will provide the Contractor with reasonable notice regarding any date changes.