



Request for Response

RFP TITLE:

Jury Management System

RFP #: 2023-003

RESPONSES DUE:

3:00 PM PACIFIC TIME

25 August 2023

THE OPPORTUNITY

The Nevada Administrative Office of the Courts (AOC), a judicial branch department that assists the Supreme Court of Nevada with the administration of the Nevada courts, invites submissions of quotes to provide a statewide Jury Management System (JMS).

The case management systems used in Nevada include, but are not limited to, Benchmark, CMS 360, CourtView, eCourt, Odyssey and Tybera.

The intent is to procure a JMS that courts throughout the state of Nevada can use. For specific requirements, see NV JMS Attachment 3 – Requirements Workbook.

AOC seeks to competitively procure a Solution with associated components to:

- Provide critical jury management services to the State of Nevada.
- Allow AOC to carry out its mission: "to provide resources and information for the efficient administration of the Judicial Branch of Nevada", specifically to provide Nevada courts with tools to more effectively manage juries to increase equity and inclusion in juries throughout Nevada.
- Ensure compliance with Nevada law and Supreme Court mandates to provide technology for the State.
- Meet the AOC objective to adopt and enable existing capabilities from other jurisdictions by incorporating any out-of-the-box features that exist in modern solutions today--increasing usability and efficiency.
- Provide features with: appropriate scope, controlled costs, and user-friendly interfaces.
- Offer improved security management, preservation of data, transparency across and within jurisdictions, clear audit trails and improved tracking of critical case and party/participant information.
- Adhere to Supreme Court ordered Nevada Uniform System of Judicial Records Phase III (USJR).
- Adhere to Supreme Court ordered Nevada Minimum Accounting Standards (MAS).
- Provide flexibility for multi-court configuration settings to be used by all Courts or by a specific Court.

OBJECTIVE

The objective of this RFP is to procure a JMS that can be utilized by all courts throughout the state of Nevada.

GENERAL REQUIREMENTS

The following are the primary considerations that we would like addressed in this RFP and meet the minimum viable product that we seek:

- The ability to create, manage and report on a master jury list.
- The ability to summon and qualify potential jurors.

- The ability to manage jury pools.
- The ability to close out juror service.

ANTICIPATED TIMELINE

Activity	Date/Time	All times PT
Publish Solicitation	July 24, 2023	
Bidder's conference	August 4, 2023	9:00 AM
Deadline for Submission of Questions	August 14, 2023	3:00 PM
AOC Response to Vendor Questions	August 17, 2023	
Deadline for Submission of Offers	August 25, 2023	3:00 PM
Offeror Demonstrations, if requested	September 4 - 7, 2023	
Deadline for Best and Final Offer (BAFO) Responses, if requested	September 19, 2023	
Complete BAFO Process and Notify Selected Finalist for Commencement of Negotiations	September 29, 2023	
Contract Negotiations	October 2 - 6, 2023	
Expected Award of Contract	October 13, 2023	

AOC reserves the right, at its sole discretion, to change the dates in the Anticipated Procurement Event Schedule above upon notice to prospective Offerors through an Addendum posting on the AOC procurement page at <https://nvcourts.gov/aoc/procurements>. Respondents should check the AOC procurement page frequently for updates. It is the responsibility of interested parties to periodically check the AOC procurement page for updates to the RFP prior to submitting an offer.

RESPONSE FORMAT

1) Cover Sheet, including:

- Company Name
- Company Address and Website
- Name and Contact Information for Company Representative, including:
 - Telephone Number(s)
 - E-mail Address(es)
 - Signature of Representative

2) Brief company description; size of company; years in business; type of entity.

3) Agreement to the Master Services Agreement, NV Jury Management Attachment 1 – Master Services Agreement. If there are edits or suggestions, those must be clearly identified.

4) Agreement to NV Jury Management Attachment 2 – Service Level Agreement and NV Jury Management Attachment 2.1 – Service Level Requirements

- 5) Completed response to NV Jury Management Attachment 3 – Requirements Workbook. This must be delivered in native Excel or spreadsheet format. It may also be delivered in pdf format.
- 6) Completed NV Jury Management Attachment 4 – Cost Workbook.
- 7) Completed table of deliverables and estimates.
- 8) A suggested high level project plan outlining a rough timeline for deliverables.
- 9) Examples of previous work.
- 10) Up-to three references.

EXCEPTIONS TO THE RFP

Any exceptions to the RFP or any attachment thereto must be highlighted and included in writing. This is inclusive of any exceptions to Attachment 1: Master Services Agreement. Acceptance of RFP exceptions is within the sole discretion of AOC.

MASTER SERVICES AGREEMENT

The successful Offeror shall be required to execute the MSA included as Attachment 1 – Master Services Agreement. The terms and conditions in the MSA shall govern any agreement issued as a result of this RFP.

The following provisions of the MSA are non-negotiable: Articles 10 (Invoicing and Payment), 11 (Customer Data and Other Confidential Information), 13 (Representations, Warranties And Covenants), 15 (Indemnities), 16 (Liability), 17 (Dispute Resolution), and 18 (Termination) (collectively, the “non-negotiable provisions”). In order to be qualified, an offeror must affirm that the offeror will not take exception to the non-negotiable provisions. Failure to do so will result in disqualification of the offeror.

For those provisions not listed above as Non-Negotiable that Offeror finds unacceptable, please identify, list and describe any exceptions. Also provide a “redline” version of the MSA identifying the provisions taken exception to and providing alternate language where applicable.

INFORMATION EXCHANGE

After the AOC has reviewed the submitted material, qualifying firms may be contacted and asked to participate in an information exchange with AOC staff. The objective of this is to gain further understanding of the proposed approach or solution. Information exchange can take the form of virtual meetings, phone conversations, in-person meetings, and/or application demonstrations.

OFFER EVALUATION

AOC will use a formal evaluation process to select the successful Offeror team. AOC will consider capabilities or advantages that are clearly described in the offer, which may be confirmed by oral presentations, demonstrations, and references contacted by AOC. AOC

reserves the right to contact individuals, entities, or organizations that have had dealings with the Offeror or proposed staff, whether or not identified in the offer.

Evaluation Criteria	Weight
Offeror Qualifications (e.g., corporate background, experience, references, staffing)	20%
Requirements (Attachment 3)	25%
Implementation Services and Production Services	20%
Project and Program Management	15%
Cost Offer	20%
TOTAL	100%

DISCLAIMER

This RFP is issued as an informal procurement. Responses to the RFP will not be returned. Responders are solely responsible for all expenses associated with responding to this RFP.

All interested parties should submit a PDF Portfolio, including the required information as noted above with the following title “[company name] Response to RFP – Jury Management System” by **August 25, 2023 at 3:00 p.m. PST** to the following point of contact:

Administrative Office of the Courts
Attn: Contracts Manager – RFP No. 2023-003
contracts@nvcourts.nv.gov