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| **Request for Quote** |
| **RFQ TITLE:** JURY AUTOMATION TECHNICAL ASSISTANCE**RFQ #:** 22-03**RESPONSES DUE:** 10AM PACIFIC TIMEMAY 20, 2022 |

## THE AOC

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 for technical assistance for a statewide cloud‐based jury portal.

The AOC strives to be an influential and respected voice for the Nevada Judiciary. The AOC acts to support the Chief Justice in fulfilling his or her constitutional responsibility to be the administrative head of the Branch. The AOC provides numerous programs and services for both the appellate and trial courts, as well as, administrative, accounting, information technology, and human resources expertise.

Nevada’s Judiciary is decentralized and the AOC is implementing an optional modern case management system (CMS) for all trial courts in Nevada. One piece of the CMS project is to offer all trial courts an automated jury system. The goal of the jury system is to reduce digital inequity among our state’s trial courts. The jury automation system will improve the reliability of jury pool data, collect crucial demographic information and save on the costs of the jury process by improving juror yields. Vendors may learn more about the Nevada Judiciary [here](http://nvcourts.gov).

**AUTHORITY**

Under 2 CFR § 200.320(a)(2)(i), the AOC may utilize Small Purchase Procedures when the procurement of property or services does not exceed the simplified acquisition threshold (currently $250,000). Small Purchase Procedures are a method of informal procurement where the AOC obtains price or rate quotations from qualified sources. Informal procurement methods expedite the completion of transactions and minimize the administrative burden and cost.

This RFQ serves to comply with the informal procurement methods under Federal Uniform Guidance. It is the intention of the AOC to utilize State and Local Fiscal Recovery Funds to cover the costs of this initiative. The project will start on or before July 1, 2022, with final closeout by December 31, 2024. Starting January 1, 2025, any enhancements to the self-help portal will require inclusion in the AOC’s biennial budget and are subject to appropriation.

## THE RFQ

The primary objective of this RFQ is to identify a well-qualified vendor to provide technical assistance to the AOC for the procurement and establishment of a statewide jury automation system. This system will be integrated into the AOC’s forthcoming CMS.

Vendors are invited to respond with a quote to provide technical assistance to the AOC in the formulation of the jury automation system. This assistance should come through: 1) a multi-pronged approached that includes focus groups, user surveys, data audits, and other best practices; 2) assisting the AOC in selecting an automation system; 3) a training plan for implementation of the new system, and 4) post-implementation assessment.

**SUBSEQUENT RFP**

This project runs prior to, and concurrent with, the search for a jury automation system vendor whose responsibility is to provide a modern, data-driven, and user-focused jury automation system that recognizes the needs of the varying trial court sizes in Nevada. The technical assistance vendor will work collaboratively with the AOC and chosen IT vendor in the establishment of, and user testing and training for, the jury automation system.

## GENERAL REQUIREMENTS

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

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| **Description** | **Timeline** | **Estimate or Pricing Range** | **Comments/Assumptions** |
| **Data Gathering Approach** |  |  |  |
| **System Procurement Approach** |  |  |  |
| **Training and Implementation Plan** |  |  |  |
|  **Post-Implementation Assessment** |  |  |  |
| **Misc:**Please provide additional services for consideration of inclusion in the project. |  |  |  |

**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. Completed table of deliverables.
4. Examples of previous work or statement on the vendors’ expertise in jury automation systems.
5. Up-to three references.

## 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.

## Disclaimer

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

All interested parties should submit a PDF Portfolio, including the required information as noted above with the following title “[company name] Response to RFQ –Jury Automation Technical Assistance” by **May 20, 2022 at 10 a.m. PST** to the following point of contact:

# Administrative Office of the Courts

Attn: Justin Bell– RFQ No. 22-03

contracts@nvcourts.nv.gov