

QUESTIONS AND ANSWERS

- Q1.** Are the volumes listed in the Statement of Work (Section 2.2) annual estimates? **Yes**
- Q2.** Can you estimate what the largest volume of work sent at any one production period (maybe based on prior production).
1. Section 2.2 – A (Juror Summons Postcards – estimated volume of 1,000,000)
 1. If these are normally done daily – what is the max volume on the largest day? **Send weekly.**
 2. If weekly, then max volume on a weekly run? **Up to 20,000, but can be more.**
 3. If monthly, then the max volume on a monthly run? **N/A**
 2. Section 2.2 – B Same questions for this item. **We don't track this.**
 3. Section 2.2 – D Same questions for this item. **We don't track this.**
- Q3.** Can we please submit the bid electronically and use DocuSign Signatures? Due to COVID19 our corporate office and leadership are still working remote. **At this time we are not able to accept electronic submission and are not set-up for DocuSign.**
- Q4.** For clarification, would our leadership be able to sign the documents via digital signature/DocuSign and then we print them for the hard copy submission? This would be a huge help as our team is still working remote and original signatures would be very difficult to obtain. **Sorry no. Per the Judicial Branch Contract Manual, Chapter 4, Competitive Solicitation Overview, Section 4.2.B.5 "...a faxed or electronic signature could not be used in any solicitation requiring a sealed bid as such bids must be delivered to the JBE in a sealed envelope"** (emphasis added).
- Q5.** Final question, could our leadership sign the documents and then scan them to us to print a final copy before we send in the final package to you? **Per this section of the RFP (emphasis added):**
- 8.1.8. Attachments 3-9.**
- Bidder must include the following properly completed attachments or exhibits, with the original or scanned signature of person duly authorized to legally bind the bidder:**
- Q6.** For the rest of the bid, will the Court accept any exceptions and/or clarifications from our legal team for this bid? **Please carefully read the RFP document and all attachments/exhibits. The answer to this question and previous questions are in the solicitation documents.**