

MJB Jury Management system RFP

Questions and Answers

- 1) Vendor Question: Can you provide further clarification in the expectation of this requirement? Section 1.7 - Pg. 58?**

Court Answer: The Minnesota Judicial Branch measures inclusivity of its juror source list, and representativeness of its jury pool. We currently calculate this information manually by comparing our source list and juror data to census data.

- 2) Vendor Question: Are you expecting the software vendor to compare the dataset or provide the necessary data to measure outside the application? Section 2.1.2 - Pg. 59**

Court Answer: No

- 3) Vendor Question: Can you provide workflow details for the auto-summoning process? Section 2.2.3 - Pg. 59**

Court Answer: We want the vendor to tell us how their system summons jurors. As an example, we would tell the system we need 'x' number of jurors summoned, and the system would summon them with minimal input from staff.

- 4) Vendor Question: Can you provide more detail about service dates? Is this in regard to deferments?**

Court Answer: Service dates can be entered and modified or changed. This could be in regard to deferments, trials, or any date within their term of service.

- 5) Vendor Question: Is there a rollout plan/strategy in mind from the State?**

Court Answer: Proposing phased Implementation that combines elements of agile and waterfall methodologies.

- 6) Vendor Question: In responding to the RFP, are we required to provide proprietary design details if we are offering a Commercial Off-The-Shelf (COTS) solution as a SaaS installation?**

Court Answer: Responses should provide necessary detail to the extent that we need to understand how your offering functions in order to verify that it meets our needs.

- 7) Vendor Question: To explore and evaluate jury management systems that best fit the needs of the Minnesota Judicial Branch. If implemented, the planned launch is 2026. What target date in 2026 is go-live?**

Court Answer: The tentative plan for implementation and go-live would be Spring of 2026.

- 8) Vendor Question: Will all 89 Court Locations utilize the same summons template? If not, how many different summons templates does the State expect to be included?**

Court Answer: The state of Minnesota uses one statewide summons template with local variations for each location.

- 9) Vendor Question: Does this RFP consider only train-the-trainer methodology by the vendor? Should the vendor consider end user training for each of the 89 Court Locations?**

Court Answer: Primarily considers train-the-trainer approach. Court's business process education department is responsible for training. Open to see options for vendor supported training.

- 10) Vendor Question: Does the State utilize both one-step and two-step processing for jury administration?**

Court Answer: Minnesota uses a one-step process to summon and qualify jurors.

- 11) Vendor Question: Are there any upcoming or expected statutory changes which would impact the jury administration process?**

Court Answer: Minnesota is anticipating possible court rule changes that could impact the process.

- 12) Vendor Question: Is the MJB looking for a single system for all courts or would each location have its own instance?**

Court Answer: Single system for all courts.

- 13) Vendor Question: What level of connection is needed between locations?**

Court Answer: Minnesota has a consolidated database and uses one system.

14) Vendor Question: Will the Jury management system need to integrate with any Case Management Systems? If so – which ones?

Court Answer: Integration with our Case Management System is not necessary. Our case management system vendor is Tyler Technologies.

15) Vendor Question: How many reports are currently being utilized in the old system?

Court Answer: Approximately 110

16) Vendor Question: Do any databases need to be converted into the new Jury Management system? If so- please provide a list of each database and the associated size.

Court Answer: Yes. Approximately 210 GB total data size. 90% of this is the main jury database.

17) Vendor Question: Does the MJB prefer the pricing for implementation be On-site, Remote or Hybrid?

Court Answer: We are open to RFP responses for all hosting options as some solutions may still necessitate portions or the entire solution be On-Site, especially due to their data dependencies to existing On-Premises solutions. Proposed hosting methods would be considered in review of each solution for viability and compliance with Judicial Branch needs. Responders may share any considerations of future re-hosting of solutions from On-Prem to SaaS.

18) Vendor Question: What are the internal resources for the project (e.g., IT staff, project manager)

Court Answer: Project manager, ITD staff, business SME from Jury Program, training and legal.

19) Vendor Question: Does the MJB prefer the pricing for training be on-site or remote?

Court Answer: We anticipate remote. Open to see options for in person, Hybrid, and remote training.

20) Vendor Question: Does the MJB need the juror portal to be multi-lingual?

Court Answer: No

21) Vendor Question: Can you provide more details about the current jury management system and its limitations?

Court Answer: The state of Minnesota is doing an RFP to explore and evaluate jury management systems that best fit the needs of the Minnesota Judicial Branch.

22) Vendor Question: What are the specific reasons for wanting to replace the current system?

Court Answer: The state of Minnesota is doing an RFP to explore and evaluate jury management systems that best fit the needs of the Minnesota Judicial Branch.

23) Vendor Question: When does the contract end with the Current Vendor?

Court Answer: The current contract is current through the tentative plan for 2026 implementation and go-live.

24) Vendor Question: Does the MJB prefer the system to allow for one-step, two-step or both approaches? Summonses/Questionnaires: Are you a 1 step or 2 step court. (Do you send a separate questionnaire as well as the summons)?

Court Answer: The Minnesota uses a one-step process to summon and qualify jurors.

25) Vendor Question: How long does a Juror's service typically last?

Court Answer: One week to four months for petit jury depending on court location. Up to one year for grand jury.

26) Vendor Question: Does the MJB prefer a big bang approach or a phased go-live approach regarding the implementation of a new system?

Court Answer: Phased go-live approach.

27) Vendor Question: Does the MJB expect responding vendors to include Kiosk hardware and/or software replacements?

Court Answer: Unknown but responder can respond with Kiosk options.

28) Vendor Question: Does the MJB want to have 24/7 support as a part of this project post go-live?

Court Answer: Yes

29) Vendor Question: How will this project be funded?

Court Answer: Approved Judicial Branch expenditures are allocated through Legislative funding.

30) Vendor Question: What is the budget range for this project?

Court Answer: We will be weighing all competitive offers.

31) Vendor Question: Who are the key stakeholders involved in the decision-making process?

Court Answer: SCAO and project team members from all areas of business.

32) Vendor Question: Can the MJB provide Appendix IX and Appendix X as editable documents?

Court Answer: Yes. See posted version on the public notices site.

33) Vendor Question: How many locations have jury trials in the State outside of the ones mentioned in the RFP (lower jurisdiction, grand jury, etc.)?

Court Answer: We have 89 locations that hold petit trials and grand jury proceedings in the state of Minnesota.

