

Q#	Questions	RFP Reference (Document & Page-Selection Item)	Answers
1	Can the Court provide historical monthly volumes for jury summons and traffic/criminal notices for the past 12–24 months, including the highest daily transmission volume observed?	Page 6 – Section 1.1 / 2.1a/ 2.3	Yes, the Court can provide historical volumes for jury summons and traffic/criminal notices.
2	Can a volume breakdown be provided based on each type?	Page 6 – Section 1.1 / 2.3	Yes, the Court can provide a volume breakdown by notice type.
3	Can the Court confirm the current file format (e.g., fixed-width, CSV, XML) for both jury and traffic/criminal notice transmissions, and whether field-level validation or business logic rules are currently required during file ingestion?	Page 6 – Section 2.1 / 2.3	The jury files type is SPF. The Traffic and Criminal data files are CSV.
4	How will errors in the data delivered from the court be handled. Are there any field limitations?		Any data file errors will be handled by the Court and their case management vendor. To the Court's knowledge, there are no field limitations.
5	Does the Court anticipate a parallel testing or phased transition period with the current vendor before full go-live to ensure continuity of statutory mailing timelines?	Page 2 - contract term data	Yes, the Court expects to conduct parallel testing prior to go-live to ensure continuity of mailing timelines.
6	The RFP references 12–15 sets of variable notice information. Can the Court confirm whether final artwork files and current production samples will be provided at contract start for all active notice types? Can hard copies of each be provided?	Page 8 section 2.3 / Pages 11-18	Yes, the Court can provide the final artwork, current production samples, and hard copies. The samples shown on pages 11–18 represent the jury summons and traffic notices that are currently in use.
7	What is the delivery schedule for each type?		The data files will be transferred on a daily basis.
8	For the static data on the notices and summons, how often does the pre-printed data change?		Updates to the pre-printed static data are infrequent and typically occur due to legislative requirements.