




Interoffice Memorandum

May 25, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Rob Bains, Director of Administrative Services
Court Administration
407-836-0439

SUBJECT: Ratification of Purchase Order M84931, Annual Site Subscription for Jury Management Software

ACTION REQUESTED:

Ratification of Purchase Order M84931, Annual Site Subscription for Jury Management Software, with Courthouse Technologies LTD in the amount of \$110,700.

PROCUREMENT:

To provide annual services to Court Administration by issuing summons directly to citizens and at the kiosk. The annual subscription period is for June 2, 2017 through June 1, 2018.

FUNDING

Funding is available in account number 0001 003 0104 3192.

APPROVALS:

Court Administration concurs with this recommendation.

REMARKS:

In January 2014, Court Administration entered into a five-year agreement with Courthouse Technologies LTD for the use of Jury Management Software. The software was initially procured through a GSA contract for the first two years. Courthouse Technologies LTD is the sole provider and the exclusive distributor of the Courthouse Jury Management Software currently in use at Court Administration. The system includes eResponse, Interactive Web Response system for the Courthouse jury management system and Courthouse Summons Direct which includes summons printing, mailing and address verification services. On average, Orange County mails out 2,650 summonses each week.

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Ratification of Purchase Order M84931

Annual Site Subscription for Jury Management Software

Courthouse Technologies (CASS) Coding Accuracy Support System certifies weekly summons mail-outs and provides a judicial management system interface with increased functionality. The court has been able to reduce the number of summonses mailed out in Orange County by over 25%. With less summonses going out, the court achieves reduced expenses and fewer citizens are required to report daily, thereby reducing the number of people in the courthouse jury assembly room on a given day. This was recently a concern as the jury assembly room was pushing capacity limits under the fire code. This annual subscription is comparable with the price paid last year for these services.