

County of Hunt

STATE OF TEXAS

PURCHASING DEPARTMENT
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ADDENDUM # THREE

RFP #264-25: Request for Proposals for Purchase of Jury System Software for District Clerk - Hunt County, Texas

September 12, 2025

The following information is being provided to clarify the proposal requirements and address questions received as of this date:

1. **Question:** Will the County accept digitally signed proposals (ie., through DocuSign)?
Purchasing Agent Response: No
2. **Question:** How many summonses are sent annually?
District Clerk Response: 32,000 +
3. **Question:** How many users will utilize the new system?
District Clerk Response: 6 - 8
4. **Question:** What is the current system in use by the County?
District Clerk Response: Odyssey Jury
5. **Question:** What is the County's preferred implementation duration (in months)?
District Clerk Response: 3 months
6. **Question:** What is the County's preferred Go Live date?
District Clerk Response: January 1, 2026
7. **Question:** How does the County current handle juror payments?
District Clerk Response: Payments are handled through the County Treasure (Currently not through the Jury system).
8. **Question:** Is the County interested in the awarded vendor providing summons printing and mailing services?
District Clerk Response: Not at this time.
9. **Question:** If the vendor has no conflicts of interest, does the County still require the Conflict-of-Interest Form to be completed and submitted?
Purchasing Agent Response: Yes

10. **Question:** Is the Israel Boycott Verification form required with the proposal or after award?
Purchasing Agent Response: This form is required when the proposal is submitted.
11. **Question:** Proposal Evaluation and Criteria is outlined with 5 bullet points. Is there specific weighting to the evaluation criteria? Or are the 5 bulleted items all worth an equal 20% of the score?
Purchasing Agent Response: Each bullet point is scored as stated, RFP Instruction Compliance is worth 10pts; Respondent Profile, Experience, RFP Specifications and Warranty are worth 20pts, Order Leadtime is worth 25pts; Location is worth 15pts; Proposed Cost is worth 30pts.
12. **Question:** The RFP states “Contact may only be initiated by the Hunt Purchasing Agent for purposes of evaluation and clarification.” If the timeline provided in the RFP (proposed schedule - 10/14/2025) has passed and a vendor has not received an update on the status of the award, would outreach from the vendor for an update be welcomed?
Purchasing Agent Response: Yes, by email only. The date of 10/14/2025 is a proposed date. If the date of 10/14/25 has passed and award has not been made an award will be made in commissioner’s court by 10/28/25.
13. **Question:** Does the County have a preference for on-site or remote training sessions?
District Clerk Response: On-Site for initial training, remote as needed.
14. **Question:** For 24/7 technical support, does the office require help outside of business-critical circumstances?
District Clerk Response: Only should an urgent circumstance arise.
15. **Question:** Can the office provide details on the number of records, how the records are currently stored, and the timeline needed for data migration into the new JMS?
District Clerk Response: At this time, we can confirm that there are 84316 records. However, details regarding how these records are currently stored and the estimated timeline for data migration into the new JMS are not yet available. We are working to gather this information and will provide an update as soon as possible.
16. **Question:** Because no FedRAMP data is stored in the jury system, would the County remove the FedRAMP requirement?
County Response: No, the County will not remove the FedRAMP requirement.

All vendors are required to sign and return a copy of this addendum with each Proposal for the Purchase of Jury System Software for the District Clerk – Hunt County, TX

Company Name: _____

Print Name& Title: _____

Signature: _____ Date: _____