

First Judicial District of Pennsylvania's ("FJD")

Invitation to Bid ("ITB")

For

Court Correspondence Drafting and Mailing Services

Originally Dated October 12, 2012

Reposted February 13, 2013

VENDORS' QUESTIONS AND ANSWERS ("Q&A")

<http://courts.phila.gov>

Q1. With regard to Provision 2 of the ITB, Scope of task, Specifications & Requirements:

- ***First bullet – is there a description of the items that potential vendors are pricing?***
Court Notices substantially as attached.
 - ***How many letter versions and associated envelopes for each version?***
Approximately 5 versions (similar to the two attached DRAFTS).
 - ***What kind of paper and color of paper for each?***
White paper; 8 ½ x 11.
 - ***Do the envelopes have an imprint / number of colors?***
No imprint on outside envelope (2 window envelopes); for the return envelope, we would like pricing on a window envelope as well as a return envelope with the FJD's address as a return address. One color (max 2).
 - ***What is the total quantity for each version?***
On a case by case basis; we plan to send some of the letters as a prelude to assigning to collections agencies (10,000 plus at a time) as well as for scheduling Payment Plan Conferences (several hundred to several thousand at a time).
 - ***What is the frequency of file transmission?***
Approximately monthly.
- ***Ninth bullet – can the FJD please clarify intent of instant changes and loss of forms?***
The content of the notices may change from time to time and from mailing to mailing. We anticipate that all notices will contain one page (dynamic information) and at most one or two inserts (most likely standard form, but we would like to receive pricing on dynamic form as well – as an example, the attached Financial Information Form).

Q2. What is the quantity of the item(s) or the makeup of the piece(s)? Can the FJD further describe what or how many of each to price?

In general, the FJD is seeking a vendor who will print notices on its behalf (the FJD will give the vendor the language – such as attached); insert any attachments (such as the Financial Information form); provide a return envelope (pricing on window and pre-printed); using bulk-mail rates (vendor must provide pricing); including NCOA processing (identifying bad addresses

and providing new addresses if the FJD desires such new addresses – with optional processing for changing the addressee information based on the NCOA information); and will provide a copy of the notice to the FJD or return a file to the FJD which confirms what was sent and the date.

The FJD desires to know whether notices can be returned to the vendor (in case of a bad address) and what reports the vendor can provide (and whether any cost will be charged for these reports).

*** END ***

[Seal]

Commonwealth of Pennsylvania
First Judicial District of Pennsylvania
Office of Court Compliance
Room 370 City Hall,
Philadelphia, PA 19107
Email: CCC@courts.phila.gov
Phone: 215-683-7999; Fax: 215-683-7778

[DEFENDANT'S NAME AND ADDRESS]
FOR WINDOW ENVELOPES

Commonwealth v Name of Defendant
PP# [Column]:

Please Detach etc.

RE: Outstanding Fees, Fines, Court Costs and Restitution due to the First Judicial District of PA

Dear Mr/Ms. []

Our records disclose that you are delinquent in the payment of court-ordered costs, fines, restitution, and fees which are part of the following Payment Plans:

Your total outstanding balance for the cases which are part of the above Payment Plans, as of [date of file], was \$ [Column C]. Had you made the monthly payments required by the above Payment Plans, you would have paid \$ [Column H].

Please be advised that you must pay the sum of \$ [Column H], or make payment arrangements, on or before [Date] or your cases covered by the above Payment Plans will be referred to a private collection agency. Upon referral, you will be charged a collection fee, by the collection agency, of 25% of the amount you owe. Interest at the rate of six (6%) per cent per year will be added to your outstanding balance. Upon referral, all payments must be made to the collection agency, and as authorized by law, the 25% collection fee will be paid payment you make and forward the balance to the Court for payment of your fees, fines, costs and restitution.

Please know that if you are delinquent in your payment obligations and you receive public assistance you may lose public assistance until you are in compliance with a payment plan.

If you cannot pay the above amount and want to make other payment arrangements based on your current financial circumstances, you must contact the Office of Court Compliance by fax, mail or email at the above addresses before [Date]. If you do not do so, and do not pay the above amount, your cases will be referred to a private collection agency.

Send us payment of \$[Column H] using the above coupon in the enclosed envelope, or pay online at ePay: portal.pacourts.us/ePay. Between the hours of 9:00 AM to 4:30 PM, you may also pay in person at: Criminal Justice Center, 1301 Filbert Street (Basement), Philadelphia, PA 19107; or First Judicial District Accounting Unit, 1401 Arch Street, Phila., PA 19102. We accept Cash, Credit/Debit Card, Money Orders and checks, payable to First Judicial District of PA.

Detailed information about what you owe is available through online searches. Current information about what you owe is available at www.courts.phila.gov/collections. You can get additional case specific information by entering your Payment Plan Number, at: portal.pacourts.us/ePay/PaymentPlanNumberSearch.aspx. Detailed financial information is also contained in your criminal case docket reports which you may obtain, free of charge, at portal.pacourts.us/DocketSheets.aspx.

If you have any questions, you may request a Payment Plan Conference through our office no later than [Date] to avoid referral of your cases to a collection agency.

Sincerely,
Office of Court Compliance,
First Judicial District of Pennsylvania

Form 2070

[Seal]

Commonwealth of Pennsylvania
First Judicial District of Pennsylvania
Office of Court Compliance
Room 370 City Hall,
Philadelphia, PA 19107
Email: CCC@courts.phila.gov
Phone: 215-683-7999; Fax: 215-683-7778

| |
|---------------------|
| NAME AND ADDRESS OF |
| DEFENDANT |
| FOR WINDOW ENVELOPE |

Commonwealth v Name of Defendant

SID #: PP# :

You are hereby DIRECTED to appear for a/an Payment Plan Hearing in the above-captioned case to be held on/at:

| | |
|-------|---|
| Date: | Location: [Courtroom 1104 The Juanita Kidd Stout Center for Criminal Justice 1301 Filbert Street Philadelphia, PA 19107] |
| Time: | |

To The Defendant:

A Payment Plan Conference has been scheduled as noted above.

The purpose of this Conference is to determine your financial ability to pay the fees, fines, and court costs imposed in connection with your criminal case(s) and related issues.

Your total outstanding balance for the cases which are part of the above Payment Plans, as of [date of file], was \$ [Column C]. Had you made the monthly payments required by the above Payment Plans, you would have paid \$ [Column H].

If you fail to appear for the above Conference, your cases can be referred to a private collection agency. Upon referral, you will be charged a collection fee, by the collection agency, of 25% of the amount you owe. Interest at the rate of six (6%) per cent per year will be added to your outstanding balance. Upon referral, all payments must be made to the collection agency, and as authorized by law, the 25% collection fee will be paid payment you make and forward the balance to the Court for payment of your fees, fines, costs and restitution.

You may pay your outstanding fees, fines, costs and restitution online at ePay: jsportal.pacourts.us/ePay. Between the hours of 9:00 AM to 4:30 PM, you may also pay in person at: The Juanita Kidd Stout Center for Criminal Justice, 1301 Filbert Street (Basement), Philadelphia, PA 19107; Accounting Unit, 1401 Arch Street, Phila., PA 19102. We accept Cash, Credit/Debit Card, Money Orders and checks, payable to First Judicial District of PA.

Detailed information about what you owe is available through online searches. Current information about what you owe is available at www.courts.phila.gov/collections. You can get additional case specific information by entering your Payment Plan Number, at: jsportal.pacourts.us/ePay/PaymentPlanNumberSearch.aspx. Detailed financial information is also contained in your criminal case docket reports which you may obtain, free of charge, at jsportal.pacourts.us/DocketSheets.aspx.

If you are disabled and require a reasonable accommodation to gain access to the Criminal Justice Center, please go to www.fjd.phila.gov/ada.asp for additional information. We are unable to provide transportation

Sincerely,

Office of Court Compliance,
First Judicial District of Pennsylvania



Commonwealth of Pennsylvania

First Judicial District of Pennsylvania
FINANCIAL INFORMATION FORM
OCC - Payment Plan

For Official Use Only - Bar Code

vs.

Bring to hearing or conference together with Tax Return, W-2s, current pay-stubs, SSI letter, bank statements etc.

Date: Time: No. SID:

PP#:

First Name Middle Last Name

ADDRESS

City State Zip

Date of Birth: Home Phone No. Cell Phone No.

ARE YOU EMPLOYED? Name of Employer Position:

Address of Employer

City State Zip

ARE YOU: Single or Married. If married, Name of Husband/Wife:

YOUR NET INCOME: (Attach Pay-Stub)

Weekly \$ Bi-Weekly \$ Monthly \$ Hourly \$

I/WE HAVE NO INCOME. LOST CASH ASSISTANCE CASH INCOME:

NET INCOME RECEIVED BY YOUR HUSBAND/WIFE: (Attach Pay-Stub)

Weekly \$ Bi-Weekly \$ Monthly \$ Hourly \$ No Income

LIST BENEFITS YOU (AND YOUR SPOUSE, IF MARRIED) RECEIVE:

Table with 3 columns: TYPE OF BENEFIT, YOU, YOUR HUSBAND/WIFE. Rows include Unemployment, Workers' Compensation, Social Security, SSI, Food Stamps, General Assistance, Cash Assistance, Pension, and Other.

YOUR MONTHLY EXPENSES (If married also include your spouse's expenses):

RENT: CAR PAYMENT: CABLE: CELL PHONE: CHILD SUPPORT:

FOOD: UTILITIES:

OTHER:

DO YOU HAVE ANY OTHER COURT-ORDERED PAYMENT PLAN(S)?

No Yes:

Case Number(s) and/or Payment Plan Number(s) and Monthly Payment Amount

I verify that the information given above is true and correct. I understand that false statements herein are subject to the penalties of the Pennsylvania Crimes Code, 18 Pa. C.S. § 4904, relating to unsworn falsification to authorities.

Signature:

Date: