

SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA

QUESTIONS AND ANSWERS

RFP CT-1415-5-3 DIGITAL IMAGING, DATA ENTRY AND DATA PROCESSING

APRIL 4, 2014

Question 1. What is the average daily or monthly volume of traffic citations?

Answer 1. [Approximately 8,400 per month.](#)

Question 2. What fields need to be keyed?

Answer 2. [See Exhibits.](#)

Question 3. Can the Court provide samples of the documents?

Answer 3. [Yes](#)

Question 4. Can the Court provide the specifications and samples of the desired XML format?

Answer 4. [See Exhibits.](#)

Question 5. What is the name of the Court's document management system the images and index files will be loaded into?

Answer 5. [Ventura County Integrated Justice Information System \(VISION\)](#)

Question 6. Are there multiple pickup locations each day? What are the locations?

Answer 6. [Pick up is at only one location: 800 South Victoria, Hall of Justice Room 118, Ventura, CA 93009](#)

Question 7. What dpi are the citations to be scanned at?

Answer 7. [200 dpi.](#)

8. What is the monthly volume of paper citations that require conversion services?

Answer 8. [Information provided in the RFP.](#)

9. What percent of citations include fingerprints?

Answer 9. [Small percentage, the exact information is not available.](#)

10. Can the Court provide specifications for processing the data keyed from the citations? Also, provided data format specifications for delivery of the zipped, XML data? Are such documents available? If so, please advise how to obtain them.

Answer 10. [Specs available – see Exhibits 1 and 2.](#)

11. Other than paper, will citations requiring conversion be provided to the vendor in any other file formats (e.g., film/fiche, electronic)? If so, please list each file format and estimated volume.

Answer 11. [No](#)

12. What percentage of citations are back-file conversions vs. current/day forward?

Answer 12. [All current day forward.](#)

13. What is the average number of documents per citation?

Answer 13. [1 to 2](#)

14. What is the average number of pages per document within a citation?

Answer 14. [1 to 2](#)

15. What is the average number of citations per box?

Answer 15. [We don't box them; the average number of citations per month provided.](#)

16. Will the Court prepare the case files for transport or does the Court expect the vendor to pack the boxes?

Answer 16. [Citations only, not case files.](#)

17. Will the Court supply the boxes, labels and shipping supplies?

Answer 17. [No](#)

18. Will the Court have barcoded labels for the boxes?

Answer 18. [No](#)

19. If the Court prepares the citations for shipping, will the Court also palletize and shrink-wrap the boxes?

Answer 19. [No](#)

20. What day(s) of the week is the vendor expected to pick up case files?

Answer 20. [Monday through Friday](#)

21. How many boxes will be ready for transport for each pick up time?

Answer 21. [We don't box them.](#)

22. How many Court locations require the vendor to pick up/transport citations? Please provide the pick-up address for each location.

Answer 22. [Answer previously provided.](#)

23. Does every pickup location have a loading dock?

Answer 23. [Information not available.](#)

24. Please list all the information that the Court will provide in the electronic manifest per box.

Answer 24. [N/A](#)

25. What percent of documents within a case contains writing or content on the backside that must be captured (i.e., duplex)?

Answer 25. [Small percentage.](#)

26. What percent of documents are color and require color conversion services?

Answer 26. [Information not available.](#)

27. What percent of documents are smaller than 8.5" x 5.5"?

Answer 27. [Information not available.](#)

28. What percent of documents are photographs?

Answer 28. [None](#)

29. Please confirm that the Court expects electronic returns of citations within 48 hours, paper citation returns containing fingerprints at the end of each month, and all other paper citations to be stored for 90 days and destroyed.

Answer 29. [Confirmed](#)

30. What is the average number of physical citation file pull and return requests per week?

Answer 30. [None](#)

31. What percent of documents are handwritten within a citation?

Answer 31. [100%](#)

32. Please list the different types of citations.

Answer 32. [Information not available.](#)

33. Please list the different types of documents contained within a citation.

Answer 33. [Citation, Correction, Proof of Service](#)

34. For each document type, please list the fields that must be captured.

Answer 34. [See specs](#)

35. Please list the critical fields that must be blind double-keyed for each citation type.

Answer 35. [See specs](#)

36. Are any documents within a citation barcoded? If so, please list the document type.

Answer 36. [No](#)

37. Please specify the types of documents that are within the scope of this opportunity (Traffic Citations, Red Light Camera Citations, Field Interviews, Parking Citations, Warning Tickets, Accidents, Impound, Stolen Vehicles, etc.).

Answer 37. [Infraction Citations](#)

38. Will the County capture any information from the citations into internal County systems (i.e., Verastream, etc.) prior to providing the physical documents to the vendor for conversion?]

Answer 38. [Unknown](#)

39. Please list the fields included in the Court's Control Tables.

Answer 39. [See specs](#)