



**MINNESOTA
JUDICIAL BRANCH**
STATE COURT ADMINISTRATOR'S OFFICE

Notice: Date Extension of Request for Proposal

REQUEST FOR PROPOSALS
Courts Contact center & Payment System

VIII. SUBMISSION OF PROPOSALS

A. Proposal Timeline.

1. Posting Date on MJB Website www.mncourts.gov: **Tuesday, September 13th, 2016**
2. Questions Due: **Friday, September 23, 2016 5:00 pm CST**
3. Answers Posted: **Friday, September 30, 2016 5:00 pm CST**
4. Proposal Submission Deadline: **October 28, 2016 4:30 pm CST**
5. Vendor conferences will be scheduled, if needed.
6. Subsequent selection as soon thereafter as possible.

B. Amendments. Any amendments to this RFP will be posted on the MJB website.

C. Questions. All questions about this RFP must be submitted in writing via email to the SCAO's sole point of contact identified in this paragraph no later than **Friday, September 23, 2016, 5:00 pm CST**. Other court personnel are not allowed to discuss the Request for Proposals with anyone, including responders, before the proposal submission deadline.

May S. Vang
Senior Project Manager
State Court Administrator's Office
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155
May.Vang@courts.state.mn.us

D. Answers to Questions. Timely submitted questions and answers will be posted on the MJB website by the end of the day on **Friday, September 30, 2016 5:00 pm CST** and will be accessible to the public and other proposers.

- E. **Sealed Proposal and Submittal Address.** Your proposal must be submitted in writing on **Friday, October 28, 2016 4:30 pm CST**, in a sealed envelope to:

May S. Vang
Senior Project Manager
State Court Administrator's Office
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155

The submission must include both two (2) paper copies and one (1) electronic PDF copy either on disc or flash drive. No facsimile submissions will be accepted. Proposals delivered in person to SCAO should be presented to the First Floor receptionist and date/time stamped by the receptionist.

- F. **Signatures.** Your proposal must be signed by, in the case of an individual, by that individual, and in the case of an individual employed by a firm, by the individual and an individual authorized to bind the firm. This can be done on vendor informational cover sheet as stated in Project Related Submission Requirements.
- G. **Ink.** Prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person signing the proposal.
- H. **Deadline; Opening; Public Access.** Proposals must be received no later than **Friday, October 28, 2016 4:30 pm CST**. Proposals will be opened the following business day and once opened become accessible to the public (except financial stability information submitted as a trade secret in accordance with the instructions in Section VII(A)(5) of this RFP). With the exception of evidence-of-vendor's-financial-stability trade secret information submitted in accordance with the instructions in Section VI(A)(5) of this RFP, do not place any information in your proposal that you do not want revealed to the public. All documentation shipped with the proposal, including the proposal, will become the property of the SCAO.
- I. **Late Proposals.** Late proposals will not be accepted or considered.
- J. **Selection Timeline.** Vendor selection will be as soon as possible after the proposal submission deadline.