

Request for Quotation

RFQ Number: MNXDCLERK25-0001

Issued: November 14, 2024

Quotes due no later than: November 29, 2024, by 5:00 p.m. CST.

Questions due no later than: November 21, 2024, by 12:00 p.m. CST.

Provide quotes and questions to: Kendra Litt at kendra_litt@mn.uscourts.gov

The U.S. District Court for the District of Minnesota is requesting open-market quotes for the items described below.

Printing, folding, stuffing, and mailing jury notices for three separate mailings related to the U.S. District Court for the District of Minnesota's Master Jury Wheel. The Jury Wheel creation itself is being procured separately from this solicitation.

See examples of documents included in the mailings in the Statement of Work.

Using the quote sheets provided herein, email your quote and completed solicitation page that has been highlighted no later than the date and time specified above. Late quotes will not be considered unless the judiciary determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement. The U.S. District Court, District of Minnesota ("USDC") intends to make an award based on the lowest priced, technically acceptable quote. All items should be quoted as a fixed price. Payment terms will be considered Net 30 unless more favorable terms are offered.

Sincerely,

Kendra Litt

Contracting Officer
United States District Court
District of Minnesota

SOLICITATION/CONTRACT/ORDER OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30			1. REQUISITION NUMBER MNXDCLERK25-0013		
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER MNXDCLERK25-0001
7. FOR INFORMATION CALL:		a. NAME KENDRA LITT		b. TELEPHONE NUMBER (No collect calls)	8. OFFER DUE DATE / LOCAL TIME 11/14/2024 17:00:00

9. ISSUED BY Kendra T. Litt U.S District Court of Minnesota 300 South Fourth Street Room 202 Minneapolis, MN 55415		CODE MNX_DC	10. NOT USED	
---	--	----------------	--------------	--

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13. NOT USED		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> RFP	
--	--	--------------------	--	--------------	--	--	--

15. DELIVER TO U.S. District Court U.S. Courthouse, Suite 202 300 South Fourth Street Minneapolis, MN 55415		CODE MNX	16. ADMINISTERED BY (if other than Block 9)		CODE
---	--	-------------	---	--	------

17a. CONTRACTOR/OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY Kendra T. Litt U.S District Court of Minnesota 300 South Fourth Street Room 202 Minneapolis, MN 55415		CODE MNX_DC
-------------------------	--	------	---------------	---	--	----------------

Telephone No.		<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/>	
---------------	--	--	--	--	--

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES <small>(Use Reverse and/or Attach Additional Sheets as Necessary)</small>	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	This is a solicitation for quotes to provide printing and mailing services for its master jury wheel.	1.000000	Each		

25. ACCOUNTING AND APPROPRIATION DATA 2025-092000-D08MNXC-2559-MNX-2025		26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
--	--	---	--

27. Applicable terms and conditions are as stated in the continuation pages.

<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.		<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
---	--	---	--

30a. SIGNATURE OF OFFEROR/CONTRACTOR		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF THE CONTRACTING OFFICER (TYPE OR PRINT)	31c. DATE SIGNED

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------	---

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
--	--------------------	---------------------------------	--	------------------

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
------------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	
	42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (<i>YY/MM/DD</i>)
		42d. TOTAL CONTAINERS

Statement of Work:

Descriptions of each mailing and noted samples provided to allow completion of the quote sheet provided.

Contractor shall standardize the address line and add the Zip+4[®] extension and 11-digit bar code to all records to ensure that addresses are compliant with USPS regulations and eligible for the highest discount rate possible.

Mailing #1 & #2

A 3-page letter containing some color words will be printed, double sided, tri-folded, sealed and mailed. The mailing envelope will be white with the words *Jury Information Enclosed* printed in red on the front of the envelope. A total of 65,000 letters will be mailed in two separate batches, with a 3-week interval between mailings:

Batch 1- 35,000

Batch 2- 30,000

The USDC will provide its G18 permit number for postage. The Contractor will ensure that the mailings are presorted in accordance with standard commercial practices and all USPS regulations.

Mailing #3

A 3-page letter containing some color words will be printed, double sided, tri-folded, and sealed. A blue Business Reply Postage Paid Envelope will be printed. A 1-page questionnaire (already printed by the U.S. District Court) will be provided to the contractor. The questionnaire will be tri-folded by contractor. These 3 items will be enclosed in a white mailing envelope with the words *Jury Information Enclosed* printed in red on the front of the envelope. This mailing will be sent to be to an estimated 20,000-30,000 people but the exact number needed will not be known until responses are received from mailings 1 and 2. The contractor will issue quotes for all amounts for the purpose of responding to the solicitation and a bilateral contract modification will be entered in to when the exact number is known. The USDC will provide its G18 permit number for postage. The Contractor will ensure that the mailings are presorted in accordance with standard commercial practices and all USPS regulations.

United States District Court, District of Minnesota
300 South Fourth Street – Suite 202
Minneapolis, MN 55415

United States District Court,
District of Minnesota
Chief Judge Patrick J. Schiltz
Kate M. Fogarty, Clerk of Court



«First» «Last»
«Address»
«City», «State» «Zip»

«Participant»

Participant Number: «Participant»

Dear «First» «Last»:

Your name was randomly selected from a combined list of voter registration, driver's license and state identification card holder lists for potential federal jury service in the United States District Court, District of Minnesota. **You are NOT being summoned for jury duty at this time.** This notice is to obtain information in accordance with 28 U.S.C. §1864 which will determine your eligibility to serve on a federal jury sometime between September 2025 and August 2027.

Completion of the **Juror Qualification Questionnaire** is **REQUIRED** by federal law. The questionnaire **must be completed** regardless of age, citizenship status, criminal history, availability to serve, physical health, or any other status. To qualify jurors in a timely manner, we ask that you complete the Juror Qualification Questionnaire electronically through the eJuror tool on our website **within 10 days of receiving this letter**. Follow the instructions below to complete the required form.

If computer access is not available to you, you can choose to complete a paper form. **DO NOT** call the jury office to request a paper form. Paper Questionnaires will be **AUTOMATICALLY** mailed to anyone who does not complete the form electronically.

Please refer to the helpful information on the reverse side of this letter and the enclosed Frequently Asked Questions. Your cooperation and participation in this important process is appreciated.

Sincerely,
Kate M. Fogarty, Clerk of Court

ON-LINE STEPS TO ACCESS eJUROR

- STEP 1:** Visit the website www.mnd.uscourts.gov or scan QR code and skip to step 4.
- STEP 2:** Click the [Jurors](#) tab at the top of the page.
- STEP 3:** Click the [eJuror](#) link from the dropdown menu.
- STEP 4:** Enter the login information requested.
- STEP 5:** Follow the screen prompts and answer each question.



Helpful Information

EVERYONE who receives a Juror Qualification Questionnaire is **REQUIRED** to complete the form. The questionnaire may be completed online or via the mailed paper form. **IF YOU ARE UNABLE TO COMPLETE THE FORM, SOMEONE ELSE CAN COMPLETE IT ON YOUR BEHALF.** If completing on someone's behalf, the person must provide his or her name, address, and the reason why the recipient is unable to complete the form in the "Remarks" section in eJuror or the paper questionnaire.

1. How can I request to be excused?

EXCUSE REQUESTS ARE NOT ACCEPTED BY PHONE. At this time, you may **ONLY** be excused for these four reasons:

- Persons over 70 years of age.
- Persons who served as a Grand or Petit Juror in the last two (2) years.
- Persons having primary care and custody of a child or children under 10 years of age whose health and/or safety would be jeopardized by the absence of the prospective juror; or persons who are essential to the care of aged or infirm persons.
- Persons who serve without compensation as a volunteer firefighter, or member of a rescue squad or ambulance crew for a federal, state, or local government agency.

When requesting to be excused for one of the four reasons above, login to eJuror and select the appropriate option under "Grounds for Requesting an Excuse".

We are only considering the four (4) excuse requests referenced in #1 at this time. All other requests will be reviewed if you receive a summons to report to the courthouse.

2. What if I have a medical excuse request?

A medical excuse request will only be approved for **long-term** and **permanent** medical conditions. If you answer "Yes" to the "Medical" question, please explain your long term or permanent medical condition in the "Remarks" section. **A doctor's note is not required.**

Temporary medical conditions will only be reviewed if you receive a summons to report to the courthouse.

3. What if the recipient is not a United States Citizen?

The recipient must complete the entire questionnaire. Please answer "No" to the question "Are you a citizen of the United States."

Unfortunately, we are unable to contact each person individually regarding their status at this stage. For additional information regarding the jury service process, please visit our website at www.mnd.uscourts.gov under the "Jurors" tab or review the enclosed **Frequently Asked Questions**.

web: www.mnd.uscourts.gov ■ email: jury-questionnaire@mnd.uscourts.gov

United States District Court, District of Minnesota
300 South Fourth Street – Suite 202
Minneapolis, MN 55415

United States District Court,
District of Minnesota
Chief Judge Patrick J. Schiltz
Kate M. Fogarty, Clerk of Court



Dear Prospective Juror:

In January you were sent a Juror Qualification Questionnaire letter and were instructed to submit the form online within 10 days. According to Court records, your questionnaire was not received electronically or your submission was unsuccessful. **You are NOT being summoned for jury duty at this time.** Completion of the **Juror Qualification Questionnaire** is **REQUIRED** by federal law, Title 28, United States Code, Section 1864(a) and will determine your eligibility to potentially serve on a federal jury sometime between September 2025 and August 2027. The form may be completed in one of two ways:

1. Complete the Juror Qualification Questionnaire online by logging onto our website at www.mnd.uscourts.gov/ejuror and click on [eJuror](#);

or

2. Complete the enclosed Juror Qualification Questionnaire and return it in the enclosed self-addressed postage paid envelope. Please be sure that you complete all the questions and **sign the form**.

It is mandatory that you submit the questionnaire, either online or by mail. Your failure to submit the questionnaire may result in a summons being issued requiring your appearance before the court for the purpose of filling out the questionnaire. If the recipient is unable to complete the questionnaire, someone else may complete it on the recipient's behalf.

Please refer to the helpful information below and list of frequently asked questions enclosed with this letter. Your cooperation and participation in this important process is appreciated.

Sincerely,
Kate M. Fogarty, Clerk of Court

ON-LINE STEPS TO ACCESS eJUROR

STEP 1: Visit the website at www.mnd.uscourts.gov or scan QR code and skip to step 4.

STEP 2: Click the [Jurors](#) tab at the top of the page.

STEP 3: Click the [eJuror](#) link from the dropdown menu.

STEP 4: Enter the login information requested.

STEP 5: Follow the screen prompts and answer each question.



web: www.mnd.uscourts.gov ■ email: jury-questionnaire@mnd.uscourts.gov

Helpful Information

EVERYONE who receives a Juror Qualification Questionnaire is **REQUIRED** to complete the form. The questionnaire may be completed online or via the mailed paper form. **IF YOU ARE UNABLE TO COMPLETE THE FORM, SOMEONE ELSE CAN COMPLETE IT ON YOUR BEHALF.** If completing on someone's behalf, the person must provide his or her name, address, and the reason why the recipient is unable to complete the form in the "Remarks" section in eJuror or the paper questionnaire.

1. How can I request to be excused?

EXCUSE REQUESTS ARE NOT ACCEPTED BY PHONE. At this time, you may **ONLY** be excused for these four reasons:

- Persons over 70 years of age.
- Persons who served as a Grand or Petit Juror in the last two (2) years.
- Persons having primary care and custody of a child or children under 10 years of age whose health and/or safety would be jeopardized by the absence of the prospective juror; or persons who are essential to the care of aged or infirm persons.
- Persons who serve without compensation as a volunteer firefighter, or member of a rescue squad or ambulance crew for a federal, state, or local government agency.

Question 14: Excuse Categories – This is a national form. Our district only recognizes the first four (4) categories listed on the questionnaire to the right under GROUNDS FOR EXCUSE. If none of these categories apply to you, then leave this question blank. **DO NOT** mark in bubbles 5 through 10. There are no excuse categories for those bubbles. Hardships with serving (such as family care, financial or employment) will only be reviewed if you receive a summons to report to the courthouse.

2. What if I have a medical excuse request?

A medical excuse request will only be approved for **long-term** and **permanent** medical conditions. If you answer "Yes" to the "Medical" question, please explain your long term or permanent medical condition in the "Remarks" section. **A doctor's note is not required.**

Temporary medical conditions will only be reviewed if you receive a summons to report to the courthouse.

3. What if the recipient is not a United States Citizen?

The recipient must complete the entire questionnaire. Please answer "No" to the question "Are you a citizen of the United States."

4. Sign and Date

Please answer every question to the best of your ability. The form must be signed and dated to avoid having it returned to you for completion.

Unfortunately, we are unable to contact each person individually regarding their status at this stage. For additional information regarding the jury service process, please visit our website at www.mnd.uscourts.gov under the "Jurors" tab or review the attached **Frequently Asked Questions**.

web: www.mnd.uscourts.gov ■ email: jury-questionnaire@mnd.uscourts.gov

Frequently Asked Questions

Can someone else respond on behalf of a recipient?

Yes. **Any person may respond on behalf of a recipient** who is unable to respond independently. If responding online, log into the eJuror site using the recipient's name, date of birth, and participant number found on the court's mailing. You will have an opportunity to explain that you are completing the questionnaire on behalf of someone else. If responding by U.S. Postal Service mail, use the "remarks" section on the paper questionnaire to indicate that you are completing the form on behalf of another recipient. Please provide your name, address and reason why the recipient is unable to complete the form.

How do I know this is not a scam?

The court will not ask for your Social Security number, credit card, or bank account information. If you receive a phone call or mailing from someone claiming to be a court official requesting this type of information, please hang up immediately as those calls are fraudulent and not connected with the U.S. District Courts. The only personal identifiers the court will request is the participant number provided on the mailing you received and your date of birth.

What if I am experiencing technical difficulties?

If you are experiencing technical difficulties, please confirm that you are responding to the District of Minnesota's eJuror site as listed on the mailing you received from the court. Make sure you are entering your date of birth and 9-digit participant number correctly. If this does not resolve the problem, close eJuror and all other web browsers to reset the program. Try again using a different web browser (i.e., Safari, Firefox, Google Chrome, etc.) and attempt to log back in. If you are still unable to log in, we ask that you complete the paper questionnaire by U.S. Postal Service mail.

What if I have changed my name or moved?

A response to the court's mailing is still required. If responding online, you will have an opportunity to indicate name and address changes. You must wait for the Jury Administrators to process your changes before you can complete the questionnaire. Once your address change has been accepted, you will be able to log back into eJuror to complete the questionnaire. Please note that it may take up to **5 business days** to process. If completing a paper questionnaire, please indicate name and address changes on the paper questionnaire. If you do not know the intended recipient's current address, please return the court's mailing to us as undeliverable. If you no longer reside in Minnesota, please select "None of the above" for your county, under the letter "N".

What if I cannot serve?

A response to the court's mailing is still required. At this time the court is only seeking information which will determine your eligibility to serve on a federal jury. Completing the questionnaire does not necessarily mean you will be called to serve as a juror. If you are ever summoned for jury duty, you will have an opportunity to provide more information about your ability to serve at that time.

What if the recipient is deceased?

To update our records, a response to the court's mailing is still required. To respond online, log into the eJuror site with the recipient's name, date of birth, and participant number. When prompted, indicate you are responding for someone who is deceased and the date of death. To respond using the paper questionnaire, simply use the "remarks" section to indicate you are responding for someone who is deceased and the date of death or write deceased on the envelope and send back "return to sender." A death certificate is not required.

What if I am age 70 or older?

A response to the court's mailing is still required. Although the Court welcomes service at any age, our Jury Plan provides an opportunity for anyone age 70 or older to be excused upon request. If you do not wish to serve, simply mark #1 under section 14 (Excuse Categories) on the paper questionnaire; fill in your date of birth at question #2; and at the bottom of the questionnaire, sign and date, then return the form to us. If you would like to serve, please complete the paper questionnaire in its entirety, or respond online using the eJuror site.

What if the recipient is a convicted felon or has a criminal background?

A response to the court's mailing is still required as convictions do not automatically disqualify a person from federal jury service. It is your responsibility to determine whether your right to serve on a jury has been restored. If your rights have been restored, please send documentation to prove your status. Unfortunately, without proof of restoration, you will be disqualified from jury service.

What if I have previously served on jury duty?

A response to the court's mailing is still required. Prior jury service does not automatically disqualify you from federal jury service. You will have an opportunity to make the court aware of prior federal jury service when you complete the questionnaire, whether online or by U.S. Postal Service mail. Please use the "remarks" section to indicate the date and where your prior jury service was held.

What if the intended recipient is away at college or in the military?

A response to the court's mailing is still required. If responding online, log into the eJuror site and complete the questionnaire on the recipient's behalf; or provide the web address and participant number to the intended recipient to complete the questionnaire themselves. To respond by U.S. Postal Mail, complete the paper questionnaire in its entirety and use the "remarks" section to explain you are doing so on the recipient's behalf; or forward the questionnaire to the recipient to complete.



United States District Court

Mailing #3 Questionnaire Front.
Delivered preprinted. Questionnaire
Reverse side is not attached.

JUROR ID

TO: If your name and permanent address are not correct, please make corrections here.

Important Directions:

Save time and money by completing this form on the court's website.

If completing a paper copy:

- Use a blue or black ink pen.
- Do not use pens with ink that soaks through the paper.
- Make solid marks that fill the oval completely.
- Do not write in margins nor in "official use only" areas.

Right ● Wrong ✗

FOR OFFICIAL USE

Jurors Please Do Not Write In This Space

- Q
- X
- E
- D

County You Now Live In

Home/Cell Phone

Area Code Number

Office Phone

Area Code Number

Email

Area Code Number Ext.

JUROR QUALIFICATION QUESTIONNAIRE

Please Read Letter On Other Side Before Completing

If another person fills out the form, please indicate that person's name, address and reason why in the "Remarks" section.

Fill In Completely Your Response To Each Question.

1. Are you a citizen of the United States? Yes No

2. Are you 18 years of age or older? Yes No

Date of Birth: Give your age _____

Month _____ Day _____ Year _____ Yes No

3. Has your primary residence for the past year been in this state? Yes No

If "No", show under Remarks on reverse the names of other counties or states of primary residence during the past year and show dates. _____ in the same county? Yes No

4. a. Do you speak the English language? Yes No

b. Do you read, write, and understand the English language with a degree of proficiency sufficient to complete this questionnaire? Yes No

c. Did you provide remarks on the back of this form to explain your answers to part "a" or part "b" of this question? Yes No

If your answer to No. 5 or 6 is "Yes" please see notes to Questions 5 and 6 on reverse side.

5. Are any charges now pending against you for a violation of state or federal law punishable by imprisonment for more than one year? Yes No

6. Have you ever been convicted, either by your guilty or nolo contendere plea or by a court or jury trial, of a state or federal crime for which punishment could have been more than one year in prison? Yes No

7. (If "Yes"), Were your civil rights restored? (If "Yes", explain on the reverse side) Yes No

8. Do you have any physical or mental disability that would interfere with or prevent you from serving as a juror? (If "Yes", please see notes to Question 8 on reverse side). Yes No

9. Are you employed on a paid full time basis as a:

a. Public official of the United States, state, or local government who is elected to public office or directly appointed by one elected to office Yes No

b. Member of any governmental police or regular fire dept.

c. Member in active service of the U.S. armed forces

10. Are you Hispanic or Latino? Yes No

11. Federal law requires you to indicate your race in order to avoid discrimination in jury selection. (See note on reverse side). Please fill in completely one or more circles that describe your race.

Black/African American Asian American Indian/Alaska Native

White Native Hawaiian/Pacific Islander

Other (specify) _____

12. SEX: Male Female

15. I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.

SIGN HERE

Date _____

If your address changes after you have returned the questionnaire, please notify the court promptly by letter or post card, addressing it to "Attention: Jury Administrator:"

13. OCCUPATION (See reverse side)

Are you now employed? Yes No

Are you a salaried employee of the U.S. gov't? Yes No

Your Usual Occupation, Trade, or Business

Your Employer's Name

Business or Employer's Address

14. Grounds For Requesting Excuse

(see Notes to Question 14 on other side).

This section describes certain categories of persons who may be excused from service as a juror. If you are a person in one of these categories listed below and you wish to be excused, fill in completely the oval for the number of your category listed below here:

- 1 2
- 3 4
- 5 6
- 7 8
- 9 10

Or, if you wish to serve, do not show anything here. Persons showing a category of excuse which requires more information must give it on the other side under "Remarks".

FOR OFFICIAL USE

UNITED STATES DISTRICT COURT

DISTRICT OF MINNESOTA
OFFICE OF THE CLERK
300 SOUTH 4TH STREET • SUITE 202
MINNEAPOLIS, MINNESOTA 55415-2297

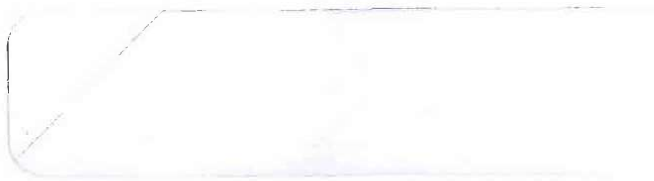
OFFICIAL BUSINESS



FIRST CLASS MAIL
POSTAGE & FEES
PAID
U.S. COURTS
PERMIT NO. G-18

White Mailing
Envelope

JUROR MATERIALS ENCLOSED



Mailing #1 & 2:
#10 White Mailing
Envelope with Window
Mailing #3:
#11 White Mailing
Envelope with Window
#10 Blue Return
Envelope

Blue Return
Envelope

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300
Attn: **JURY CLERK**



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 12615 WASHINGTON DC

POSTAGE WILL BE PAID BY THE ADDRESSEE

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA
OFFICE OF THE CLERK
300 S 4TH ST STE 202
MINNEAPOLIS MN 55415-9021**



Proofs

USDC will provide the contractor with one proof for each mailing document type. Contractor shall format proofs, defined as data, in Microsoft Word format. Contractor shall notify USDC via email when the proofs are available for review and approval. USDC will approve or disapprove the proofs. Contractor shall not proceed with any mailings until USDC approval of proofs is received by the contractor.

Conducting Quality Assurance

Contractor shall conduct quality assurance throughout the process. These include verifying that the juror's name and address can be seen in the window envelope and verifying a return envelope is included.

Maintaining Security of Confidentiality

Contractor shall hold all information provided to contractor in strict confidence. Contractor shall not release or use any information for any other purpose except for the purpose herein stated. Upon award, contractor may be required to sign a confidentiality agreement. Additionally, contractor shall securely store all supplies and information provided by USDC to contractor. Contractor shall allow access to this secure storage area to authorized contractor and USDC personnel. Contractor use of any information provided for any purpose other than for performance of awarded contract may constitute grounds for termination of the contract.

Acceptable Quality Level Requirements

USDC expects the highest level of accuracy for the work performed under this contract. Due to the confidential nature of USDC and personal juror information, it is imperative contractor complete the services error-free as mailings are consequential. In addition to privacy concerns associated with an individual whose mailing materials may be received by someone else, USDC is sensitive to perceptions of competency by its prospective jurors. Any sort of error, particularly frequent errors, could compromise the confidence of attorneys and litigants in the jury selection process. This could ultimately lead to a challenge and jeopardize the outcome of a federal court trial.

Acceptance will be determined based on 100% timeliness and 100% accuracy of all deliverables throughout the period of performance.

Deliveries or Performance

Period of Performance

The period of performance shall be for up to 6 months commencing upon contract award.

Notice to the Government of Delays

In the event the contractor encounters difficulty in meeting performance requirements, or when the contractor anticipates difficulty in complying with the contract delivery schedule or completion date, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of the awarded contract, including any failure of electronic equipment/network which would prevent timely receipt of mailing notifications from USDC, the contractor shall immediately notify USDC's POC by telephone or email followed by notification in writing, giving pertinent details, provided this data shall be informational only in character and that this provision shall not be construed as a waiver by the Government of any delivery schedule or date, or any rights or remedies provided by law or under this awarded contract. (See also Clause 7-195, Excusable Delays and Clause 7-200, Judiciary Delay of Work.)

Waiver of Delivery Schedule

Contractor shall not regard acceptance of delinquent deliveries as an extension, waiver or abandonment of the delivery schedule, or a waiver of the Government's rights to terminate the contractor for default. Any assistance rendered to the awarded contractor, or acceptance by the Government of delinquent goods or services hereunder, will be solely for the purpose of mitigating damages. Further, the contractor shall not

consider such assistance, if rendered, as the intention on the part of the Government to condone any delinquency.

Invoice Delivery

Contractor shall email invoices to USDC's Invoice Mailbox, MND D08 Clerk Invoices
D08ClerkInvoices@mnd.uscourts.gov

Payment terms will be considered Net 30 unless more favorable terms are offered. Contractor may submit 1 invoice after completion of all work at the completion of this agreement or may submit a separate invoice for each mailing one, two or three.

Quote Sheet for RFQ #MNXDCLERK25-0001

Mailing 1 & 2

Loading and outputting data charges and setup fees	
65,000 Print: #10 window envelope, 2 color	
65,000 Print: 8.5 x 11 24# 4/0 (simplex letter)	
Inserting and Folding Fees	
Barcode fees	

Mailing 3

Loading and outputting data charges and setup fees	
20,000 Print: #11 window envelope, 2/0 color	
25,000 Print: #11 window envelope, 2/0 color	
30, 000 Print: #11 window envelope, 2/0 color	
20,000 #10 Envelope - 1 color Blue	
25,000 #10 Envelope - 1 color Blue	
30,000 #10 Envelope - 1 color Blue	
20,000 preprinted: 8.5 x 11 duplex (questionnaire)	
25,000 preprinted: 8.5 x 11 duplex (questionnaire)	
30,000 preprinted: 8.5 x 11 duplex (questionnaire)	
Inserting and Folding Fees	
Barcode fees	

GRAND TOTAL:	20k Mailing 3 \$	25k Mailing 3 \$	30k Mailing 3 \$
---------------------	------------------	------------------	------------------

TERMS AND CONDITIONS

The following judiciary terms and conditions are incorporated into this request and will be included in the resulting order.

SOLICITATION PROVISIONS

This section does not need to be filled out if Offeror already has a SAM.gov UEI (Unique Entity Identifier) and provided it on the preceding page.

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) Definitions. "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. §§ 7701(c) and 3325(d), reporting requirements of 26 U.S.C. §§ 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the

payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. § 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN): _____

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

sole proprietorship; partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per 26 CFR 1.6049-4;

other

(f) Contractor representations. The offeror represents as part of its offer that it is , is not 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

Minority Owned Business (if selected then one sub-type is required)

Black American Owned

Hispanic American Owned

Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

Individual/concern, other than one of the preceding.

(end)

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may

identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

The following provisions marked with an 'X' are incorporated by reference:

X	3-15	Place of Performance (JAN 2003)
---	------	---------------------------------

CONTRACT CLAUSES

Applicable to both the solicitation and contract

Clause 7-10, Contractor Representative (JAN 2003)

(a) The contractor's representative to be contacted for all contract administration matters is as follows (*contractor completes the information*):

Name:

Address:

Telephone:

E-mail:

(b) The contractor's representative shall act as the central point of contact with USDC, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

Clause 3-200, Service Contract Act - Place of Performance Unknown (March 2019)

(a) This contract is subject to the Service Contract Act, and the place of performance was unknown when the solicitation was issued. In addition to places or areas identified in wage determinations, if any, attached to the solicitation, wage determinations have also been requested for the following: none. The contracting officer will request wage determinations for additional places or areas of performance if asked to do so in writing within 14 calendar days after issuance of the solicitation.

(b) Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit offers. However, a wage determination will be requested and incorporated in the resultant contract retroactive to the date of contract award, and there will be no adjustment in the contract price.

(end)

Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

The following clauses marked with an 'X' are incorporated by reference:

X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
X	3-300	Registration in the System for Award Management (SAM) (APR 2013)
X	3-305	Payment by Electronic Funds Transfer - System for Award Management (SAM) Registration (APR 2013)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-125	Invoices (APR 2011)
X	7-115	Availability of funds (JAN 2003)
X	2-50	Continuity of Services (JAN 2003)
X	2-55	Privacy or Security Safeguards (JAN 2003)
X	2-140	Judiciary IT Security Standards (APR 2013)
X	2-85A	Evaluation Inclusive of Options (JAN 2003)
X	2-90A	Option for Increased Quantity (APR 2013)
X	3-120	Order of Precedence (JAN 2003)
X	3-140	Notice to the Judiciary of Labor Disputes (JAN 2003)
X	7-25	Indemnification (AUG 2004)
X	7-215	Notification of Ownership Changes (JAN 2003)