

NOTICE

TO WHOM IT MAY CONCERN:

The United States District Court for the District of Hawaii is requesting quotes for work on the following project:

REFILLING OF MASTER JURY WHEEL

1. DESCRIPTION OF TASKS TO BE PERFORMED

Phase I

- For the counties of Oahu, Maui, Kauai and Hawaii, combine the voters' registration lists and drivers' license lists, keeping each county's combined list separate.
- Purge deceased records from the file.
- Purge (by social security number) each combined list of any duplicate names, thereby insuring that each name appears only once.
- For each county's combined list, use the starting number and interval supplied by the Clerk of the Court and select the requisite number of prospective jurors. We are seeking approximately 65,000 records.
- Provide information of each person selected on CD. This is the Master Wheel.

Phase II - Questionnaires

- Create a questionnaire that conforms to the sample. You may make layout changes to accommodate your optical reader equipment. Approval of form must be made by the Court before it is used.
- Print one questionnaire for each record created in Phase I.
- Fold, stuff and seal questionnaires and return envelopes (mail out and return envelopes are provided by the U.S. District Court).
- Prepare mail out for bulk mailing.
- Mail using a bulk rate. (Postage costs will be funded by the U.S. District Court)

Phase III

- Scan and qualify returned questionnaires (see Qualifying Questionnaires). Any change of personal information on a qualified questionnaire must be updated to the file.
- Provide counts at weekly intervals for qualified, disqualified, exempt, excused, and undeliverable questionnaires.

Phase IV - At a predetermined time decided by the Court, we will issue a stop date. After the stop date, you will:

- Box all questionnaires. Create and index scheme so original questionnaires can be manually retrieved.
 - Provide a final qualified list in a file.
 - Provide images of all questionnaires processed on CD with viewing software.
2. Please go to www.hid.uscourts.gov to download Jury Package or call 541-1887 or 541-3082 to obtain a hard copy.
 3. Deadline for submitting quotes is Monday, November 29, 2004.

