

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

Request for Proposal ("RFP")

For

Jury Payment Solution Services

Dated April 20, 2026

VENDOR'S QUESTIONS AND ANSWERS ("Q&A")

www.courts.phila.gov

Q1. What is the average amount distributed to a single juror?

A1. The average amount distributed to a single juror is \$9.

Q2. What is the annual average amount of funds being disbursed?

A2. \$864,000 in juror payments.

Q3. Is the FJD interested in a custom branded card, or will generic branding suffice?

A3. Generic will suffice but will consider custom branding depending on cost.

Q4. What is the transaction count per juror?

A4. Typically, it is one payment per juror. Grand jurors receive a weekly upload to their card.

Q5. How many jurors do you pay per year?

A5. 50,000 to 60,000 jurors per year.

Q6. How many payments typically occur per juror?

A6. See Q4.

Q7. What kind of customizations are required?

A7. Please find requirements within Section 2, Scope of Task, of the RFP.

Q8. Do 70,000 cards equate to \$210,000.00? Are 70,000 cards just the volume for prepaid cards or is it all the volume?

A8. No, please find disbursement structure for any given individual juror within Section 2(i)(a), (b) of the RFP. For volume needed, please see Section 2(i) of the RFP and Q5 above.

Q9. How long will it take for the 70,000 cards to be distributed and in full use?

A9. 12 to 18 months.

Q10. Section 4. Information Required from Vendor – Work Plan: This category mentions “...above baseline requirements.” Does FJD expect a point-by-point response to Section 2 (Scope of Tasks) as the above baseline requirements? If so, where should vendors include these responses?

A10. While the FJD expects a complete response covering the full scope of task as identified in Section 2 of the RFP, a point-by-point style response is not required.

Q11. Section 5.v. S/LBE: What is FJD’s expectation for S/LBE participation from vendors?

A11. See Section 5(v), Criteria for Selection, Small or Local Business Enterprise (“S/LBE”) Participation, of the RFP. Vendors are encouraged and requested to identify the amount, if any, of S/LBE participation.

Q12. Section 6.1 VOBE: What is FJD’s expectation for VOBE participation from vendors?

A12. See Section 6(i), Additional Conditions Governing the Procurement Process, Veteran Owned Business Enterprise (“VOBE”) Preference. Vendors are encouraged and requested to identify the amount, if any, of VOBE participation.