



**STATE OF NEW HAMPSHIRE
REQUEST FOR PROPOSALS
RFP Addendum 3**

Questions and Answers

RFP NUMBER AND TITLE:	RFP NHJB-2023-09 Court Forms Redesign For Simplification and ADA Compliance
AMENDMENT DATE:	November 21, 2023
PROPOSAL DUE DATE:	December 8, 2023, 11:59 PM
RFP ISSUED BY:	State of New Hampshire Judicial Branch Administrative Office of the Courts
Unless specifically addressed below, all other provisions and clauses of the RFP remain unchanged.	

Provided below are submitted written questions received and the NHJB's answers

Question #	Question	Answer
1.	How to prioritize the accessibility and the projects?	Vendors are free to propose the priority of each proposed step of the project.
2.	What is the court staff dedicated to the project?	The staff will include a project manager and at least two people who create or modify forms. The staff that are involved in the regular process of review and approval of forms. Some changes may require Administrative Judges' approval.
3.	What is the engagement between the vendor and the administrative authority?	The selected vendor will provide training sessions to the judges explaining the process of how the forms were selected and converted/changed.
4.	What is the goal of the project?	One of the goals is to build the capacity within the Judicial Branch to enable the staff to continue the work once the resulting contract ends.
5.	How to prioritize the user testing?	The vendor must propose the methodology on user testing in their proposals.
6.	Is there a system already in place for ADA compliance of the forms?	No.
7.	Will ADA coordinator going to be involved?	Yes, the NHJB ADA coordinator will be involved to the ADA related work

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<p>8.</p>	<p>Did the Branch record the Vendors Conference and, if so, will it make a copy available?</p>	<p>No, it was not recorded.</p>
<p>9.</p>	<p>(Ref: p. 21, Technical Objectives) Does the Judicial Branch currently utilize one or more document assembly technology solutions? If so, what are they?</p>	<p>The NH Judicial Branch uses TurboCourt for guided interviews and document assembly for selected case types for self-represented litigants. More information on e-Filing is located here: https://www.courts.nh.gov/resources/electronic-services/circuit-court/self-represented-parties-and-other-non-attorney-filers.</p>
<p>10.</p>	<p>(Ref: p. 6, Overview) Will the Circuit Court forms committee, the Superior Court Administrator, or the NH Judicial Branch Administrative Council be making any recommendations to changes to the forms, or is their role purely to approve or request revisions to proposed changes?</p>	<p>For this project, the aforementioned parties will approve or request revisions to proposed changes.</p>