

**REQUEST FOR QUOTE  
TRAFFIC CITATION DATA ENTRY AND DOCUMENT SCANNING**

The following are questions that were submitted regarding this RFQ:

1. Does the Court allow for processing "Off Shore"?  
**NO**
2. How many years does this contract cover?  
**THREE**
3. Are there document types within each citation?  
Citations may, on occasion, be accompanied by supporting documents.
4. How many pages per citation?  
Citations are either 1 or 2 page documents. Citations may, on occasion, be accompanied by supporting documents.
5. How many color pictures per citation?  
None. But the supporting documentation sometimes contains photocopies of color pictures. These supporting documents should be scanned at the same resolution as the citations. Color scanning is not necessary.
6. What are the attributes to capture for data entry?  
This is a listing of the data elements in the XML schema for citations. Not all of these elements are on every citation.

Citation Signed  
Date To Appear  
Filing Date  
Radar Used Indicator  
Road Conditions  
Incident Location Description  
Defendant First Name or Entire Business Name  
Defendant Middle Name  
Defendant Last Name  
Defendant Name Suffix  
Defendant/Business Street Address  
Defendant/Business City  
Defendant/Business State  
Defendant/Business Zip Code  
Owner's Responsibility Indicator  
Issuing Agency  
Agency Location  
First Officer Badge Number  
Second Officer Badge Number  
Date of Birth  
Defendant Hair Color  
Defendant Eye Color  
Defendant Height

Defendant Weight  
Defendant Gender  
Drivers License Number  
Drivers License State  
Business Indicator  
Vehicle Color  
Vehicle Make  
Vehicle Model  
Vehicle Year  
Hazardous Material Indicator  
Vehicle License Plate  
Vehicle State  
Method of Transportation

7. Pick-up is daily, do you expect more than one pick up a day?

**NO**

8. Source documents are to be returned within 72 hours, what is the turnaround expectation for the scanned citations?

**SAME TIME FRAME**