



Judicial Council of California
ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Finance Division

DATE: **March 10, 2009**

SUBJECT/PURPOSE OF MEMO: **ADDENDUM #2** – to revise and replace Section 3.2.6 – Deliverables for Phase 1 of the Project

Project Title: Five-Year Review/Analysis of Judicial Council and Other Judicial Branch Advisory Bodies

RFP Number: **EOP-08060102-CT**

PROPOSAL DUE DATE: Proposals must be received by **3:00 p.m. (Pacific Time) on March 27, 2009**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, EOP-08060102-CT
455 Golden Gate Avenue
San Francisco, CA 94102

1. In the RFP, on page 3 of 10, subsection 3.2.6 is changed as follows:

3.2.6 Deliverables for Phase 1 of the project:

3.2.6.1 **By June 5, 2009.** Participate in AOC Executive Office Programs staff briefing (telephone/video conference) to discuss project parameters and expectations.

3.2.6.2 **By July 6, 2009.** Submit proposed outline of project and final report and recommendations.

3.2.6.3 **By ~~September 11, 2009~~ October 19, 2009.** Submit Draft Interim Report and Recommendations and—pending ability of AOC-EOP staff to schedule—be available to attend onsite meeting (AOC San Francisco) for presentation of report to AOC staff, including the Administrative Director of the Courts and Chairs of the Judicial Council’s Internal Committee. The Interim Report and Recommendations shall contain:

3.2.6.3.1 Draft Gap Analysis report to show:

- i. Where committee charges and actual committee work align/don’t align;
- ii. Where committee charges and work align/don’t align with branch strategic and operational priorities.

3.2.6.3.2 Draft Recommendations for:

- iii. Updating advisory committee/task force charge statements and areas of focus;
- iv. Effecting structural changes to maximize communication, collaboration, and to minimize/eliminate identified overlap among the advisory bodies addressed in Part 1 (includes recommendations on the use and effectiveness of subcommittees);
- v. Clarifying the duties and responsibilities of committee/task force chairs and lead staff;
- vi. Improving advisory body member recruitment processes;
- vii. Improving committee/task force budget-making processes;
- viii. Clarifying and/or improving existing five-year “Review of need for advisory committees” procedures (*under California Rule of Court 10.34(f)*).

~~3.2.6.4 **By October 9, 2009:** Based on input received from stakeholders mentioned in deliverable 3.2.6 above, submit for AOC review Revised Interim Report and Recommendations (same report components as specified in 3.2.5 above).~~

~~3.2.6.5~~ **3.2.6.4 By late-mid November 2009, exact date to be determined.**

Participate in telephone/video conference discussion of ~~Revised~~ Interim Report and Recommendations with AOC-EOP staff and—pending their availability—the Administrative Director and the Chairs of the Council’s internal committees.

~~3.2.6.63.2.6.5~~ **3.2.6.53.2.6.4** **By early December 2009**, exact date to be determined. Based on input received from stakeholders mentioned in deliverable ~~3.2.6.53.2.6.4~~ above, submit Revised Interim Report *and* draft PowerPoint presentation, *and*—pending ability of AOC-EOP staff to schedule—be available to attend the December 14, 2009, Judicial Council Issues meeting (San Francisco) in order to present the report to the full Council.

~~3.2.6.73.2.6.6~~ **3.2.6.73.2.6.6** **December 2009 through April 2010**, exact dates to be determined. Submit for AOC duplication a Final Report and Recommendations (incorporating any additional AOC revisions) as well as a revised PowerPoint presentation, *and*—pending ability of AOC-EOP staff to schedule—be available to attend the February, March, or April 2010 Judicial Council Issues *or* Business meeting in order to present the Final Report and Recommendations to the full Council.

[End of Addendum 2]