

QUESTIONS AND ANSWERS
Design and Host Web Based Professional Content for Juvenile Court
Professionals
JUDICIAL COUNCIL OF CALIFORNIA - REQUEST FOR PROPOSAL CFCC-2018-05-LV
May 25, 2018

1. Q. I am curious the due date for RFP # CFCC-2018-05-LV for the Design and Host Web-Based Professional Content for Juvenile Court Professionals. The document says 5/29/18, while the Notice page online says the due date is 5/30/18. Can you help me?

A. The header of the post has been corrected to the correct proposals due date listed on the Cover page of the Request for Proposal and on page 5 Timeline For this RFP. Latest date and time proposal may be submitted is May 29, 2018 3:00 p.m. Pacific Time.
Link to Proposal Web site posting: <http://www.courts.ca.gov/38562.htm>
2. Q. Whether companies from Outside USA can apply for this?
(like, from India or Canada)

A. Yes.
3. Q. Whether we need to come over there for meetings?

A. In-person meetings are preferred however remote participation is possible if technology is used to display working documents in real time to all participants (e.g., Skype, WebEx).
4. Q. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

A. We assume that deliverable 2.1.3 in the Description of Services and Deliverables requires in person work with a California audience, but responder may propose alternatives.
5. Q. Can we submit the proposals via email?

A. **No. Please see submissions of Proposals instructions on Page 7 of the RFP.**
6. Q. Can you provide guidance regarding whether the desire is to have an informational website versus an online course with supporting resources?

A. Please review 2.1 in the Description of Services and Deliverables.
The site will serve primarily as an information source with information provided in various medium including podcast, video, written materials, and links.
7. Q. Can you provide guidance on web development requirements beyond text on page? Producing videos or fillable worksheets, or having account registration, are examples of site features that require additional development.

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We are looking to understand if there is specific functionality required beyond text on page.

- A. Responder is not expected to produce video or fillable content. Website should have ability to have no cost account registration and password protected.
8. Q. Can you provide guidance on the expected total number of pages of content? For the sake of pricing, it will be helpful to know if the plan is for is a 30 page website, compared to a 100 page site.
- A. Website design should be such that it can accommodate expansion to a large amount of content.
9. Q. Can you provide guidance regarding the volume and frequency of "on-going updates"? We understand that websites are not static and need to be updated. URLs, contact information, text clarification - these are common and easy revisions. However, we are wondering if JCC anticipates an on-going flow of new content to be added. For example, some sites post news/blogs regularly, or highlight a specific project or service on a monthly basis. Let us know if anything like that is anticipated, as this expands requirements for maintaining the site.
- A. We anticipate the need to update content at least twice a week and would prefer a model where our staff can do routine maintenance but with support for structural changes.
10. Q. Can you provide guidance regarding the duration of the hosting and maintenance? Our current agreement with California Courts is for hosting and maintenance over a 5 year period. We can use the same term for this RFP, unless you have specific guidance otherwise.
- A. Please use the RFP as a guideline, deliverables 2.2.6 7-9 under Host Website. This asks for one year of hosting and maintenance.
11. Q. As to Attachment 2, Standard Terms and Conditions, paragraph 11.6, are you willing to accept a license to use the website created as opposed to ownership of the software source code and related work product because what we build will be based on using our own proprietary software?

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- A. A license agreement is acceptable.
12. Q. Are the due dates for the deliverables flexible at all or set in stone as is?
- A. Specified due dates are fixed.
13. Q. Are you needing videos to be stored by the contractor, or is it acceptable for the contractor to embed the videos in the website with storage being provided by JCC?
- A. It is acceptable for the contractor to embed the videos in the website with storage being provided by JCC.
14. Q. As to Deliverable 4 of the RFP, please specify what data and/or usage patterns are you wanting to capture through analytics?
- A. Data analytics should be specified by the responder.
15. Q. As to Deliverable 4 of the RFP, please elaborate on the reference to "group emails". In other words, what functionality are you wanting to have regarding "group emails"?
- A. JCC prefers that the proposed site allow user registration and a function to send group emails using the user registration information – i.e. segmented by interests expressed during registration, as well as segmentation by usage patterns.
16. Q. As to Deliverable 4 of the RFP, in addition to the ADA and W3C standards, what other "local, state, and federal requirements" must be met?
- A. The project must comply with Section 508 and Web Content Accessibility Guidelines 2.0, Level AA.
17. Q. If we bid a fixed price for certain functionality specified in the project plan, and JCC requests additional functionality above the fixed bid, will we be able to add on additional costs for the extra functionality?
- A. Changed beyond the fixed bid would be subject to a contract modification.
18. Q. Please provide the phone number for that should be used if we are delivering the proposal by Federal Express.
- A. Please use phone number 415-865-4962. This phone number is not for questions and may be used only for delivery of Federal Express packages.