

# JUDICIAL COUNCIL OF CALIFORNIA (JCC)

## QUESTIONS AND ANSWERS

**RFP Number: COS-ODP-201604-PSK**

### Language Access in the California Courts

**May 6, 2016**

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1. **Question:** On page 9 of the RFP, Attachment 6: Payee Data Record Form states “This form contains information the Judicial Council requires in order to process payments and must be submitted with the proposal.” However, page 11 of the RFP, Section 7.0 (Proposal Contents), does not note where this attachment should be placed in a proposer’s response. Please clarify where in a proposer’s response this attachment should be provided.

**JCC Answer:** Attachment 6, Payee Data Record Form should be submitted with the non-cost Technical Proposal.

2. **Question:** Would it be possible to obtain a Word version of Attachment 6 (Payee Data Record Form)?

**JCC Answer:** A Word Version is not available, however a fillable PDF of Attachment 6 has been posted.

3. **Question:** On page 10 of the RFP, Section 6.2 states “The Proposer must submit one (1) original, four (4) copies, and one (1) electronic version on CD-ROM or USB memory stick/flash drive of both the technical and cost proposals.” Please clarify whether the Judicial Council has a preference for the format of the electronic version of the technical and cost proposals (i.e. Word, PDF)

**JCC Answer:** The JCC has no preference. Refer to **6. Submissions of Proposals, Section 6.1**, of the RFP:

“6.1 Proposals should provide straightforward, concise information that satisfies the requirements of the “Proposal Contents” section below. Expensive bindings, color displays, and the like are not necessary or desired. Emphasis should be placed on conformity to the RFP’s instructions and requirements, and completeness and clarity of content.”

4. **Question:** Can companies from Outside the USA apply for this? (e.g., from India or Canada)

**JCC Answer:** Companies from outside the U.S. are welcome to apply for this, however, no services shall be provided from outside the continental United States.

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**QUESTIONS AND ANSWERS, Continued**

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5. **Question:** Do we need to come over there for meetings?

**JCC Answer:** Yes.

6. **Question:** Can we submit the proposals via e-mail?

**JCC Answer:** Submittal of the electronic version by e-mail isn't allowed. Refer to **6. Submissions of Proposals, Section 6.2,** of the RFP:

*END OF QUESTIONS AND ANSWERS*