

ADMINISTRATIVE OFFICE OF THE COURTS

QUESTIONS AND ANSWERS

RFP# HR-200903-RB

Office Workstation Ergonomics Assessment Training

April 7, 2009

1. How many total employees do you want to train over the course of the two year time frame? (an approximate range is fine if exact numbers are not currently available)

Answer: There are 58 counties in California. Each county has its own trial court, which may be made up of one or more physical locations. At this time, 55 of the 58 courts are part of this RFP, however their participation is voluntary. We intend to have 2-3 employees trained at one training location within each court, even though some of the larger courts have multiple locations/courthouses. Currently, there are 55 participating trial courts. There is also the possibility that some smaller courts may join together for the training at a single location. If all courts choose to participate, then the total number of employees trained would be approximately 3 times 55, or 165.

2. How many employees are expected to attend each individual training session? (an approximate range is fine)

Answer: See answer to Question #1.

3. The RFP repeatedly references that any training materials and handouts used will be owned by the AOC. Does this mean that our firm will be restricted and no longer able to incorporate any of the images and charts used in future training for other clients?

Answer: Training materials that are developed for the AOC become the property of the AOC. Existing training materials owned by the vendor, continue to be owned by the vendor. Please see the modifications to Attachment B, Terms and Conditions, , Revision 1, which is part of Addendum 1.

[END OF QUESTIONS AND ANSWERS]