JUDICIAL COUNCIL OF CALIFORNIA

QUESTIONS AND ANSWERS

RFP# IT-2021-17-DM

February 11, 2021

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1. **Question**: Are you able to provide which dates you'd like to execute the training for the 3 groups, are there preferred dates for training to take place?

   • Casual Users
   • Designers
   • Admins

   Answer: We intend to have the sessions kickstarted in the first week of May 2021. Depending on the number of sessions required, the training will require several more days/weeks. We intend to work with the vendor for mutually agreed upon dates as we develop an implementation timeline/project plan. A sampling of resumes is acceptable for now. Once the final project plan is determined, the vendor can share final resumes then.

2. **Question**: As per Description Service 2.0 Section A mentioned in the second bullet point "Provide course with a limit of 60 students per student category", kindly suggest how many minimum or maximum students we are considering for each batch?

   Answer: 0 to 60

3. **Question**: Any specific pricing format that you want us to utilize?

   Answer: Flexible. Per session would be great.

4. **Question:** As per Description Service 2.0 Section B "The selected Contractor will provide support for the following project activities: Planning, design, development, implementation of the Power BI Training.", Should we add hourly consultancy charges to our proposal for this?

   Answer: Yes, please add option for hourly rates.

5. **Question:** Is there a preferred training channel/medium? Is Microsoft Teams acceptable?

   Answer: For webinar delivery, must be able to support MS Teams (preferred) and Blue jeans. If the vendor has a preferred training platform, please provide description of service. Must have the ability to record and export video to the JCC for use.

6. **Question:** Is there any travel anticipated? Our assumption is no, as training will be virtual, however section 7.2 of the RFP mentions to include a "not to exceed" amount inclusive of all costs including travel.

   Answer: No travel is anticipated.

7. **Question:** Can you provide an estimate of how many users fall into each category of Admin, Casual User, and Designers?

   Answer: Our estimates are as given below:
   Power BI General User/Casual user: 90
   Data Analyst/Designer: 60
   Administrator : 30

   Session capacity can be discussed with the vendor, based on the chosen delivery platform and cost. About 15 per class would be ideal to have effective learning.

8. **Question:** How many training sessions per user category do you envision being delivered during the course of the 12-month contract?
   a. How many of each session (casual users, designers, admins) should the "not to exceed" total include?

   Answer: The number of training sessions per user category will depend on the training plan of the vendor. The idea is to complete one full cycle of training for each user category for all the users.

9. **Question:** How long do you envision each session being? 60 min, 90min, etc.

   Answer: We do not have any limits with regards to the length of a session. It can be anywhere between 60 mins to a day.