



# Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688  
Telephone 415-865-7960 • Fax 415-865-4325 • TDD 415-865-4272

RONALD M. GEORGE  
*Chief Justice of California*  
*Chair of the Judicial Council*

WILLIAM C. VICKREY  
*Administrative Director of the Courts*

RONALD G. OVERHOLT  
*Chief Deputy Director*

STEPHEN NASH  
*Director, Finance Division*

**TO:** POTENTIAL BIDDERS

**FROM:** Administrative Office of the Courts  
Finance Division

**DATE:** February 19, 2008

**SUBJECT/PURPOSE OF MEMO:** ADDENDUM 1  
**REQUEST FOR PROPOSALS**  
**PROJECT TITLE:** Manual On Procedural Fairness And Applicable Best Practices For The California Courts  
**RFP#:** EOP-0108-RB

**DEADLINE:** Proposals must be received by 1:00 p.m. March 4, 2008

**SUBMISSION OF PROPOSAL:** Proposals must be sent to:  
**Judicial Council of California**  
**Administrative Office of the Courts**  
**Attn: Nadine McFadden RFP# EOP-0108-RB**  
**455 Golden Gate Avenue**  
**San Francisco, CA 94102**

**The following paragraphs in the RFP are hereby revised with the following changes:**

**Paragraph 4.2.3 on page 6 of the RFP:**

- 4.2.3 On or before July 31, 2008:
- Align the content and purpose of the manual with the *California Judicial Branch Operational Plan*, expected to be adopted in February or April 2008 in order to help support implementation of *Justice in Focus, the Strategic Plan for California's Judicial Branch, 2006–2102*.
  - Attend a meeting of Presiding Judges and Court Executive Officers in California regarding procedural fairness in order to help identify best practices and develop content for the manual.
  - Continue data gathering of existing areas of procedural fairness techniques, including best practices.
  - **Present first draft outline of the manual to the editorial board**~~Present first draft outline and report of the manual to editorial board~~, AOC staff and its informal working group on procedural fairness for review and input.

**Paragraph 4.2.4 on page 7 of the RFP:**

- 4.2.4 On or before October 31, 2008:
- Conduct a minimum of 3 in-depth focus groups (a minimum of 1 conducted in each of the northern/central, southern, and northern coastal regions of the state) with court and public stakeholders for input on the manual regarding targeted practical areas concerning the four elements of procedural fairness—respect, voice, trust and neutrality, in the case venues or types most frequented by the public (family and juvenile, traffic, small claims and jury service).
  - Present second draft report of the manual to editorial board, AOC staff and its informal working group on procedural fairness for review and input; refine manual based on critique and feedback.
  - **At minimum, verbatim transcripts of the focus groups in electronic, searchable form need to be provided to the AOC to help toward development of the manual. Videotaping of the focus groups is not a currently anticipated need for this project.**