Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

NORTHERN/CENTRAL REGIONAL OFFICE

Northern/Central Regional Office ◆ 2880 Gateway Oaks Drive, Suite 300 ◆ Sacramento, CA 95833-3509

TO: POTENTIAL BIDDERS

FROM: Administrative Office of the Courts
Northern/Central Regional Office

DATE: February 11, 2008

SUBJECT/PURPOSE OF MEMO: To issue Addendum 5 to RFP 010708-NCRO and, as set forth in the attached documents:
1.) To publish the AOC's Responses to Bidders' Questions/Requests, for those questions/requests 70 through 100 received as of February 11, 2008
2.) To add three training curriculum files to the Bidder's Library in an updated response to Bidder Question/Request #25.
3.) To modify RFP Table VI-3, Key Project Personnel, in RFP Section VI.3.3.1, Project Staff

ACTION REQUIRED: You are invited to review and respond to the Request for Proposals ("RFP"), as posted at
http://www.courtinfo.ca.gov/reference/rfp/phoenix-rfp.htm

PROPOSAL DUE TO AOC: Proposals must be received **by 1:00 p.m. on February 19, 2008**

SUBMISSION OF PROPOSALS: Proposals must be sent to:

Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP 010708-NCRO
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102

1.) See the AOC Response to Bidder Questions/Requests file dated February 11, 2008, questions/requests 70 through 100 at:

http://www.courtinfo.ca.gov/reference/rfp/phoenix-rfp.htm

2.) In reference to the updated response to Bidder Question/Request #25, see three training curriculum files to be added to the Bidder's Library at:

http://www.courtinfo.ca.gov/reference/rfp/phoenix-rfp.htm

3.) The following modifications shall be made to Table VI-3, Key Project Personnel, in RFP Section VI.3.3.1, Project Staff:

Table VI-3, Key Project Personnel

Key Personnel	Description / Minimum Functions
Program Director	The Bidder's Program Director must have the overall responsibility for the Bidder's project team. This individual reports directly to the AOC Phoenix Program Director. The Bidder's Program Director must be committed to the project, part-time from the contract origination date through Final Acceptance of the last executed Project. Key responsibilities include but are not limited to: • Advise the AOC on business and risk issues related to the project • Responsible for overall quality of system integrator services • Review and approval of overall project plan, schedules, timeframes, and budget • Participant on Executive Steering Committee • Manage the QA review process and communications of the system integrator • Validate the effectiveness of resources, organizational structure and roles • Establish project/program standards and processes • Facilitate improvement in project processes and standards Key minimum mandatory qualifications include: • Program Director for SAP system integration project with a one time cost of twenty million dollars or more • A minimum of five (5) years experience as Program Director for SAP implementation projects

Key Personnel	Description / Minimum Functions
Project Manager	The Bidder's Project Manager must lead the Bidder's project team. This individual reports directly to the AOC Phoenix Program Director and Bidder's Phoenix Program Director. <u>The Bidder's Project Manager(s) must be committed to a Project, full-time from the Project start date through Final Acceptance of that Project.</u> ~~The Bidder's Project Manager must be committed to the project, full-time from the contract origination date through the beginning of the Support and Transition activity of Initial Release.~~ Key responsibilities include but are not limited to: • Acting as the primary interface with the AOC Phoenix Program Management • Providing day-to-day management of the Project including overall performance and Contract compliance • Providing day-to-day management and direction of Contractor resources assigned to the Project • Managing the Project to the current work plans and coordinating the availability of scheduled resources to the Project • Managing all Project resources and ensuring that appropriate resources are available throughout the life of the Contract • Establishing and maintaining regular communications with the AOC Phoenix Program Office • Maintaining reporting, budget/cost reporting, and issue reporting, tracking, escalation, and resolution procedures • Practicing change management controls and procedures in coordination with the AOC • Monitoring and maintaining the development and implementation schedules • Developing and implementing a quality assurance process to ensure all objectives are met, milestones are achieved, and stakeholders are satisfied Key minimum mandatory qualifications include: • PMP or equivalent certification • Lead project manager for system integration project with a one time cost of twenty million dollars or more • A minimum of five (5) years experience as lead project manager for implementation projects • Public sector experience desirable

Key Personnel	Description / Minimum Functions
Project Integration Manager	The Integration Manager must lead the integration between all SAP and non-SAP modules for the Bidder's project team. The Project Integration Manager must be committed to the Phoenix Program, full-time from the contract origination date through Final Acceptance of the last executed Project. ~~The Project Integration Manager must be committed to the project, full-time from the contract origination date through the beginning of the Support and Transition activity of Initial Release.~~ Key responsibilities include but are not limited to: • Responsible for the quality, consistency and completeness of the overall design • Works with the functional and technical leads to identify and resolve both intra-phase and inter-phase integration issues • Reviews sub-process designs, key activity designs and data designs • Assists the functional leads in the developed and maintenance of the project plans • Works with the functional and technical leads to manage the fit/gap analysis • Responsible for the on-time completion of the design • Manages design issues and scope change requests • Leads development of integration test scenarios • Evaluate the SAP transports being migrated to production from all teams Key minimum mandatory qualifications include: • Integration manager for system integration project with a one time cost of twenty million dollars or more • A minimum of three (3) years experience as integration manager for implementation projects • Public sector experience mandatory

No further changes for the remainder of Table VI-3, Key Project Personnel.

END OF ADDENDUM 5