



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

FINANCE DIVISION

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Director, Finance Division

TO: **POTENTIAL PROPOSERS**

FROM: ADMINISTRATIVE OFFICE OF THE COURTS
INFORMATION SERVICES DIVISION

DATE: February 11, 2009

SUBJECT/PURPOSE OF MEMO: **REQUEST FOR PROPOSALS (RFP)**
The purpose of this document is to publish answers to questions from the Solicitations mailbox submitted by **February 10, 2009, no later than 3:00 p.m.**

ACTION REQUIRED: You are invited to review and respond to the attached Request for Proposals (RFP):
Project Title: QUALITY ANALYST MANAGER/TESTER, CALIFORNIA COURTS PROTECTIVE ORDER REGISTRY
RFP Number: ISD 200811-xx CCPOR-LM

DATE AND TIME PROPOSAL DUE: Proposals must be received by **Tuesday, February 17, 2009, no later than 3 p.m. (PST)**

SUBMISSION OF PROPOSAL: Proposals must be sent to:
Judicial Council of California
Administrative Office of the Courts
Attn: Nadine McFadden, RFP No. ISD 200811-xx CCPOR-LM
455 Golden Gate Avenue, 7th Floor
San Francisco, CA 94102-3688

AOC RESPONSES TO VENDORS' QUESTIONS

- 1) Do I have to be an approved vendor to submit a proposal for this position? If so, how do I go about becoming an approved vendor?**

RFP: ISD 200811-xx is an open position. If the technical and cost specifications can be met (sections 6 and 7 of the RFP document) a potential candidate would submit a proposal by Tuesday, February 17, 2009, no later than 3:00 pm.

- 2) Is the work location in San Francisco, CA?**

San Francisco is the location for this project.

- 3) Is it considered subcontracting if we use consultants who are not our direct employees?**

Yes. If a placement firm's consultant is selected, the contract with the placement firm would specify the name of the consultant for the work to be done.

- 4) We would like to submit a proposal for RFP Number: ISD 200811-xx CCPOR-LM. We are a Corporation based in MD. Is there a pre-qualification to submit the bid for the RFP or do we need to RSVP for that or we should just send the proposal before the deadline?**

There is no pre-qualification process for this RFP. RFP: ISD 200811-xx is an open position. The proposal is due Tuesday, February 17, 2009, no later than 3:00 pm.

- 5) We understand that San Francisco is the location for this project. What other places may need to be visited during the project? How many such visits may need to be taken?**

Travel will be kept to a minimum but may be required within California, e.g., Sacramento, Burbank.

- 6) As in Attachment 2 - Contract Terms, Exhibit C - Payment Provisions (Page 2 of 5), do you expect the project duration to be March 16, 2009 through June 20, 2009 only? Is there a possibility of the project starting earlier or later than March 03, 2009?**

The project may start 2-8 weeks later based upon recent project rescheduling.

- 7) In reference to 6.0 Specifics of a Responsive Proposal, 6.1.3 (Page 4 of 6), we are planning to submit 2 candidates. Do we need to submit 3 references for each candidate (total 6)?**

Three references per candidate. A reference provided for the first candidate can be repeated for the second candidate.

8) How many candidates can each firm submit for this position?

Two candidates per firm.